SECOND EDITION

TYPEWRITING FOR COLLEGES

COMPLETE COURSE

LLOYD · ROWE · WINGER

SECOND EDITION

GREGG

TYPEWRITING FOR COLLEGES

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COMPLETE COURSE

GREGG DIVISION
McGraw-Hill Book Company
NEW YORK CHICAGO DALLAS SAN FRANCISCO TORONTO LONDON

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Library of Congress Catalog Card Number 63-17340
11 12 13 14 15 16 17 18 19 20 DODO 0 9 8 7 6 5 4 3

ISBN 07-038199-2
Printed in the United States of America

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TIMED WRITINGS:
Code: "a," alphabetic paragraphs; "b," listen for bell; "d," difficult; "e," easy; "f," fairly easy; "n," normal; "s," contains symbols or numbers, "v," very easy

Part 1
2′ 40e p 26
2′ 40e p 27
2′ 40e p 28
2′ 40e p 30
2′ 42e p 31
2′ 44f p 33
2′ 44f p 35
2′ 44fs p 37
2′ 44fs p 38
2′ 44fs p 39
2′ 44fs p 40
2′ 44fs p 41
2′ 44fs p 43
2′ 80ea p 44
Part 2
3′ 90ea p 47
3′ 120v p 48
5′ 150ea p 49
3′ 100ea p 50
3′ 120v p 51
5′ 150eba p 52
3′ 103es p 53
3′ 120v p 54
3′ 120vb p 55
5′ 160eab p 55
3′ 100fs p 56
3′ 104ns p 60
5′ 170ns p 63
4′ 125fs p 65
3′ 120ea p 68
5′ 252na p 71
4′ 144va p 73
5′ 154v p 77
5′ 200fs p 82
Part 3
3′ 108ea p 85
5′ 250na p 87
3′ 108na p 88
5′ 288f p 90
3′ 48es p 91
2′ 84v p 92
5′ 276ns p 93
5′ 180na p 94
5′ 180na p 97
5′ 228na p102
5′ 246ns p104
5′ 240ea p107
5′ 252ns p119
Part 4
3′ 132ea p122
3′ 144f p123
5′ 228fa p124
3′ 132na p125
2′ 96v p126
5′ 240v p126
5′ 240na p127
3′ 96ns p128
3′ 100ns p128
5′ 185n p130
5′ 186f p133
5′ 228fa p136
5′ 310fb p138
5′ 270fa p141
5′ 253f p144
5′ 204ea p146
5′ 204fa p149
5′ 210n p152
5′ 220n p154
Part 5
10′ 611nb p158
2′ 72fa p160
10′ 600nb p161
2′ 108e p162
2′ 72ns p163
2′ 88ns p164
2′ 88ds p164
5′ 222n p165
5′ 240fa p173
5′ 227fs p180
5′ 240fa p182
5′ 288fa p185
5′ 330n p190
Part 6
10′ 518nb p194
10′ 546nb p197
2′ 84ns p199
2′ 84ns p200
1′ 60v p200
5′ 250fa p201
5′ 252f p204
5′ 275f p207
5′ 290f p210
5′ 432ea p213
10′ 600fba p220
5′ 373eb p224
10′ 609f p228
5′ 448nb p231
Part 7
10′ 422f p236
2′ 108ae p238
10′ 600bf p239
2′ 160e p240
5′ 410bn p243
5′ 350bn p246
5′ 252bn p249
5′ 288an p251
5′ 252abe p254
5′ 252bn p259
5′ 252abe p264
5′ 289bn p268
10′ 408abn p270
3′ 144abn p274
3′ 144abn p275
3′ 144abn p276
10′ 504abn p278
5′ 252bns p282
Part 8
5′ 413ns p285
5′ 291ns p288
5′ 252abn p290
5′ 252abn p293
5′ 288ae p296
5′ 228be p298
5′ 350bn p301
5′ 252abn p305
10′ 462bn p308
Part 9
2′ 112abd p311
2′ 112abe p312
2′ 112abd p312
7′ 380e p313
10′ 546bds p315
5′ 180bfs p317
5′ 324ds p318
5′ 264bds p319
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OVERVIEW

This book focuses on three goals—

Gregg Typewriting for Colleges, Second Edition, has been developed, tested, and published—

A. To help you become a rapid, accurate *touch* operator of the typewriter.

B. To make you proficient in the production of letters, reports, tables, documents, forms, and manuscripts.

C. To help you master the rules that govern word division, paragraphing, correspondence courtesies, and similar typewriting technicalities.

Millions of trainees achieved these goals via the preceding edition of this book. To help *you* achieve them, too, but even more quickly and easily, this edition features a number of notable aids:

A. To help you become a skillful typist

1. Selective Practice. You will learn how to analyze and select drills so that you may (*a*) focus mainly on those that will help *you* most and (*b*) practice them in the way that will most surely help *you.*

2. Massed Drill. Skill comes from drill. This book contains more drills than any other book of similar length. More than a fourth of the lessons concentrate solely on skill boosting, and every lesson contains some drills for sustaining and extending your skill.

3. Copy Control. Your drill needs will change as you improve; to be sure the drills are right for you at each stage, every drill and exercise has been controlled for word length, vocabulary, repetition, and other factors basic to rapid growth.

B. To help you become a production expert

4. Power Cycles. You will learn to use your typing power even while you increase it, for this book is organized in a spiral. After the introductory first Part, each Part is a 25-lesson cycle:

6 lessons on skill extension
6 lessons on correspondence typing
6 lessons on tables or business forms
6 lessons on manuscripts and reports
1 lesson that is a test on the others

Each cycle boosts your typing power and then gives you production assignments geared to your new level of power.

5. Picture-Page Approach. So that you may develop full understanding of production typing, every new step in each area of production begins with studying, then copying, an annotated model. This book has more models than any similar book.

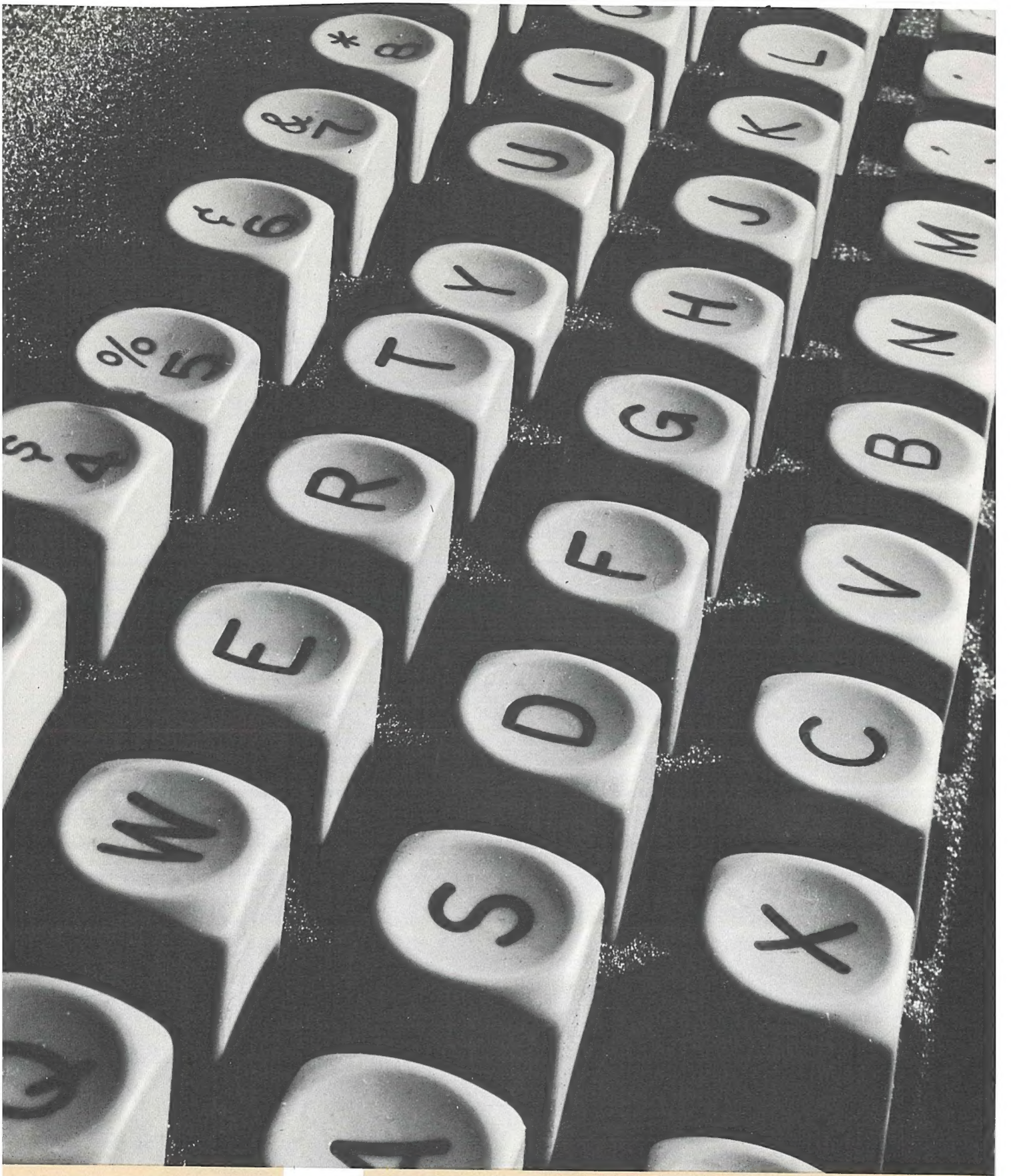
6. Production Count. The production exercises are accompanied by a special "production word count" that will enable you to use identical material for both building skill and applying it—a procedure that will enable you to attain much higher production rates and to achieve them much sooner.

7. Practical Procedures. The typing shortcuts introduced in the first edition and now standard in all books are continued; and new ones are provided for letter placement, ZIP-coding, balance-lining, and error-absorbing.

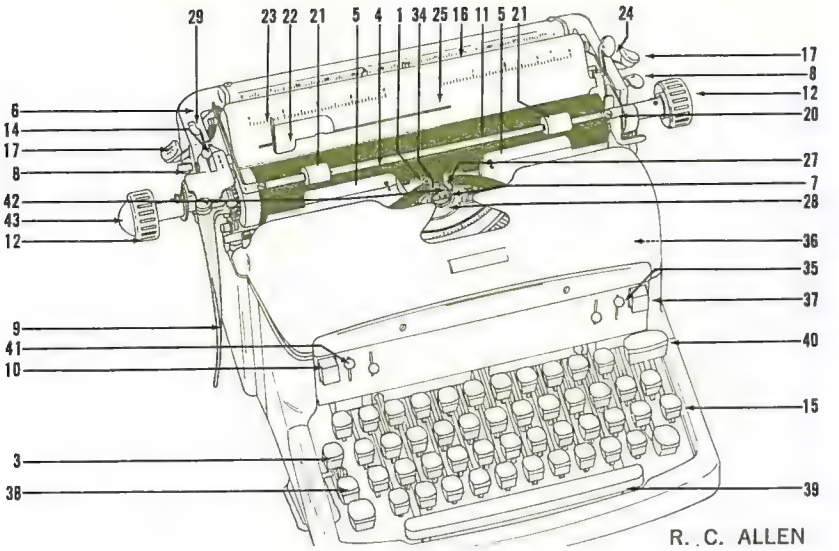
C. To help you master typing technicalities

8. Learning Guides. Pioneering in the direction of programmed instruction, this book introduces in its companion workbooks "Learning Guides" that you will use in your typewriter (making a "teaching machine" of it). By providing instant confirmation of your answers to questions, the Learning Guides will give you greater mastery, faster. These aids cover such technical areas as margin determination, word division, number expression, footnoting, punctuating, and related areas that the informed typist is expected to master.

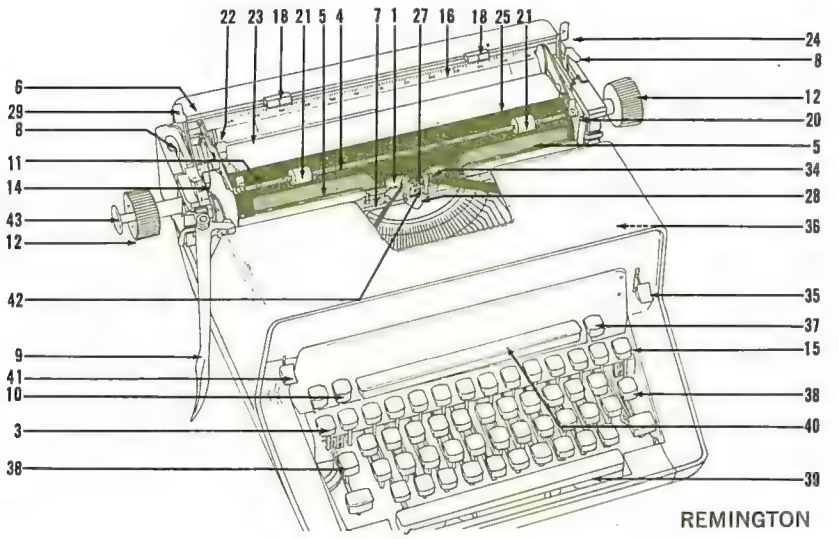
9. Copy Editing. Most rules about technicalities are presented, also, in intensive summaries that you will reproduce as reports (and keep for permanent reference!) and then apply to the kinds of unedited material with which most typists work. THE AUTHORS



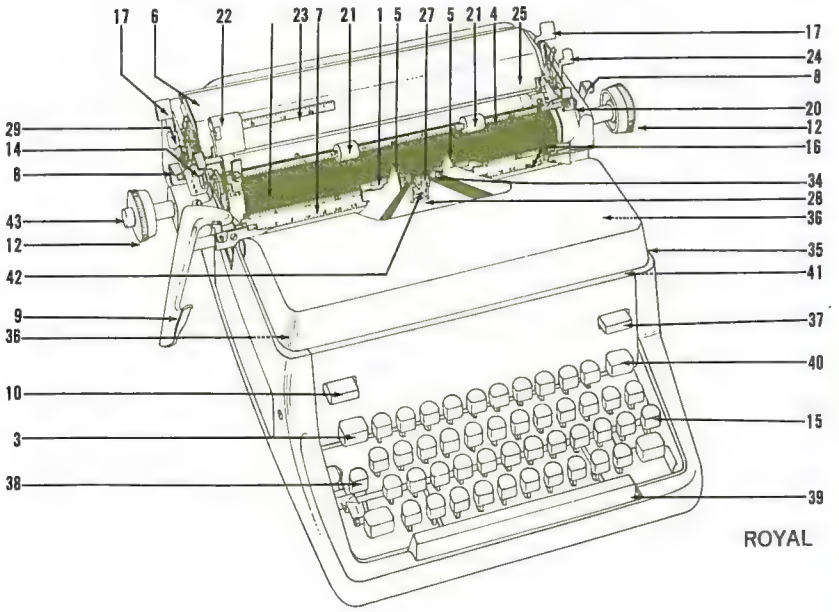
1 THE TYPEWRITER • THE ALPHABET AND THE NUMBER KEYS



R. C. ALLEN



REMINGTON



ROYAL

A. PRINCIPAL PARTS OF MANUAL TYPEWRITERS

1. Aligning Scale
2. All Clear (lever)
3. Backspacer (key)
4. Bail Scale
5. Card Holders
6. Carriage
7. Carriage-Position Scale
8. Carriage Releases (levers)
9. Carriage Return (lever)
10. Clear Key (for tab stops)
11. Cylinder
12. Cylinder Knobs
5. Envelope Guides
14. Linespace Regulator
9. Linespacer (lever)
15. Margin Release (key)
16. Margin Scale
17. Margin Set (key)
18. Margin Stops
20. Paper Bail
21. Paper-Bail Rolls
4. Paper-Bail Scale
22. Paper Guide
23. Paper-Guide Scale
24. Paper Release (lever)
25. Paper Rest
11. Platen (Cylinder)
27. Printing Point
28. Printing-Point Indicator
29. Ratchet Release (lever)

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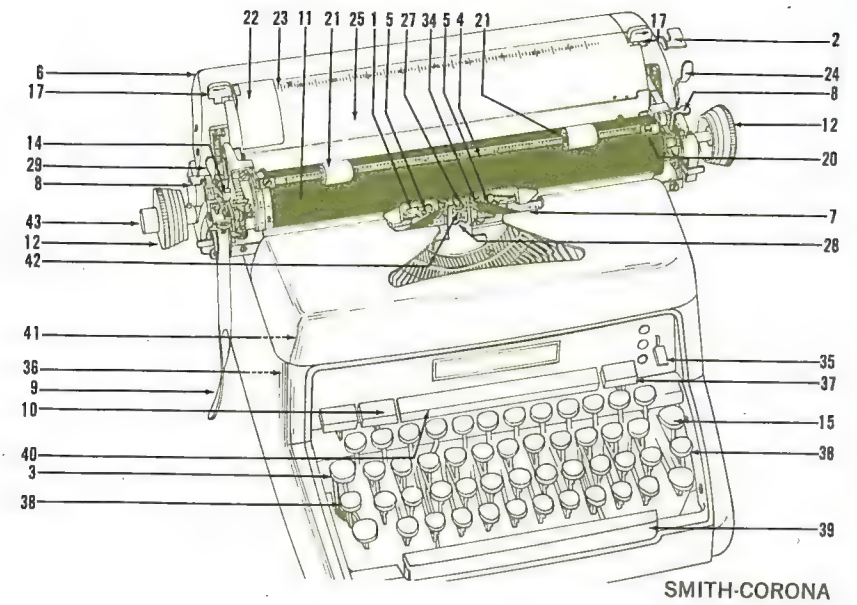
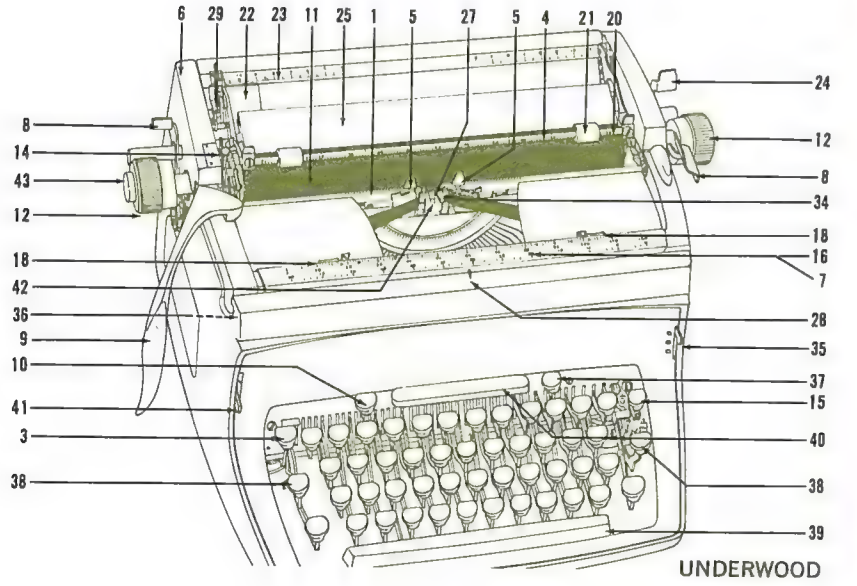


SMITH-CORONA

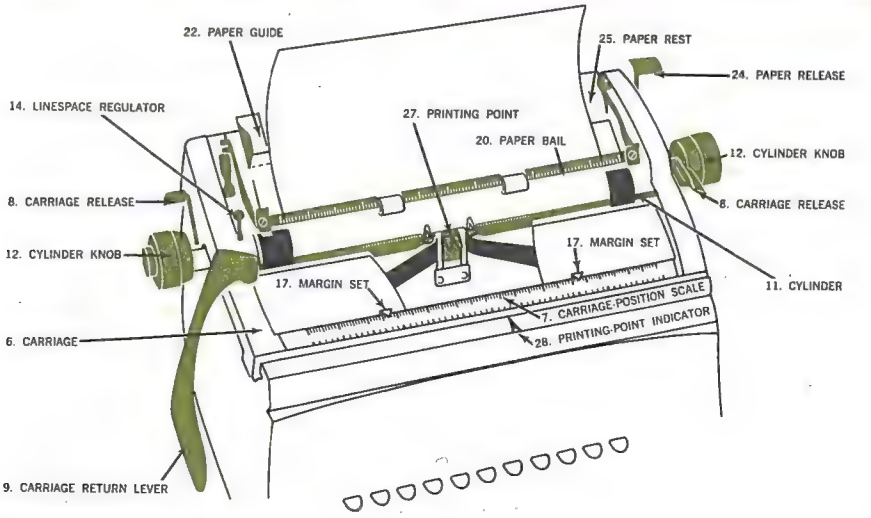


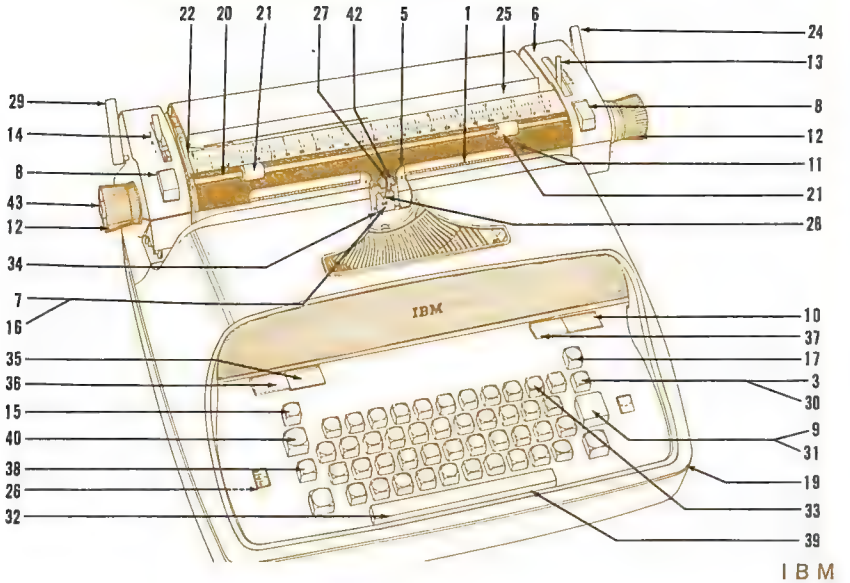
UNDERWOOD

Continued from above

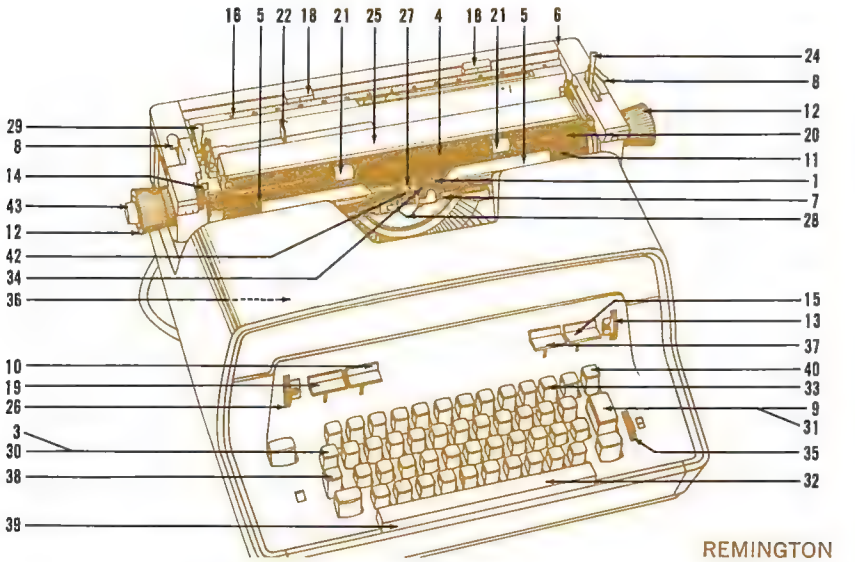
34. Ribbon Carrier
35. Ribbon Control (lever)
36. Ribbon Reverse (lever)
17. Set Keys (for margins)
37. Set Key (for tab stops)
38. Shift Locks (keys)
39. Space Bar
10. Tab Clear (key)
37. Tab Set (key)
2. Tab Total Clear (lever)
40. Tabulator (key or bar)
41. Touch Control (lever)
42. Typebar Guide
43. Variable Linespacer

Parts you need to know for the first lessons

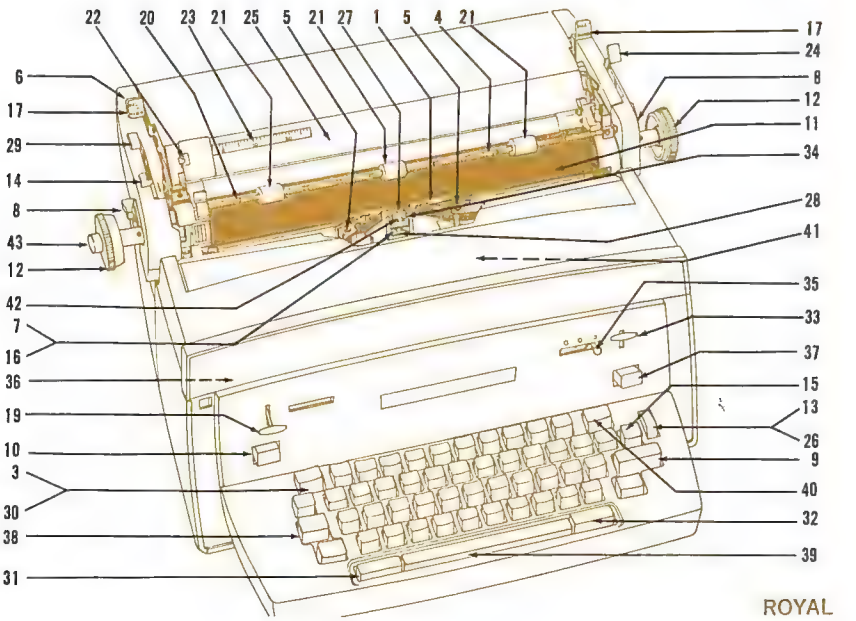




IBM



REMINGTON

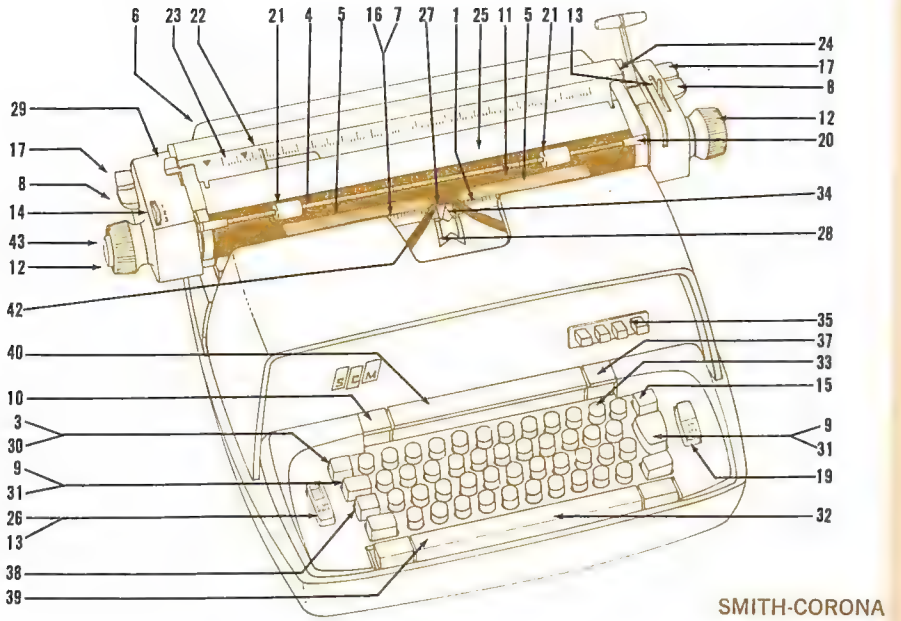


ROYAL

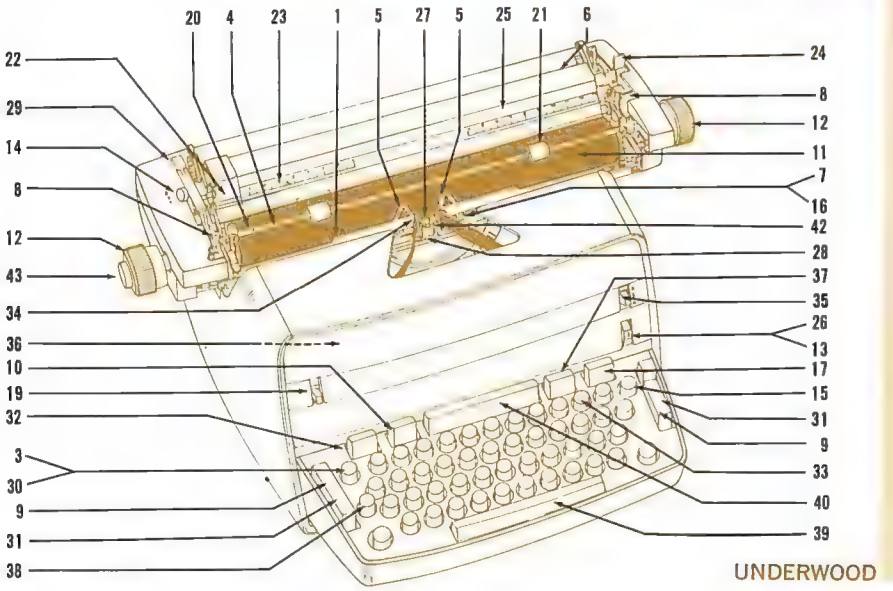
B. PRINCIPAL PARTS OF ELECTRIC TYPEWRITERS

1. Aligning Scale
2. All Clear (lever)
3. Backspacer (key)
4. Bail Scale
5. Card Holders
6. Carriage
7. Carriage-Position Scale
8. Carriage Releases (levers)
9. Carriage Return (key)
10. Clear Key (for tab stops)
11. Cylinder
12. Cylinder Knobs
5. Envelope Guides
13. Impression Regulator (carbons)
14. Linespace Regulator
9. Linespacer (key)
15. Margin Release (key)
16. Margin Scale
17. Margin Set (key)
18. Margin Stops
19. Off-On Switch
20. Paper Bail
21. Paper-Bail Rolls
4. Paper-Bail Scale
22. Paper Guide
23. Paper-Guide Scale
24. Paper Release (lever)
25. Paper Rest
11. Platen (Cylinder)
19. Power Switch
26. Pressure Regulator

Continues below



SMITH-CORONA



UNDERWOOD

Continued from above

27. Printing Point
28. Printing-Point Indicator
29. Ratchet Release (lever)
30. Repeat Backspacer
31. Repeat Carriage Return
32. Repeat Forward Spacer
33. Repeat Underscore
34. Ribbon Carrier
35. Ribbon Control (lever)
36. Ribbon Reverse (lever)
17. Set Keys (for margins)
37. Set Key (for tab stops)
38. Shift Locks (keys)
39. Space Bar
10. Tab Clear (key)
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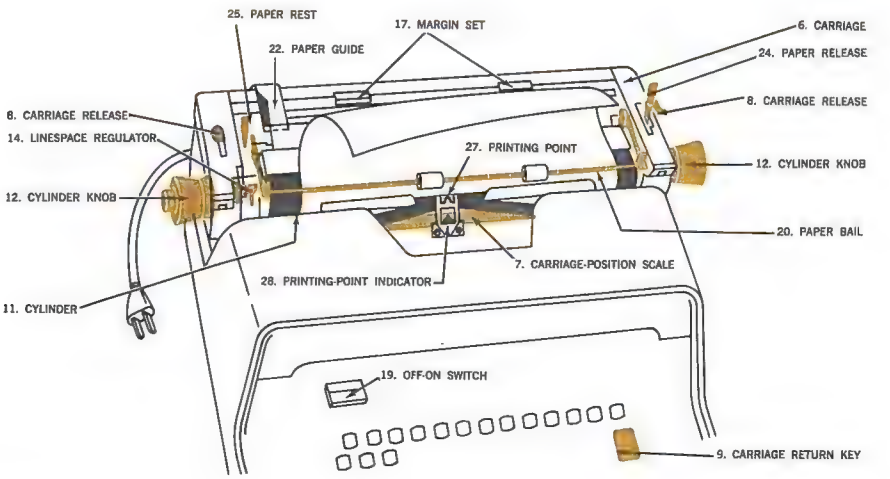
Parts you need to know for the first lessons

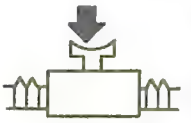


5. Setting the margin stops

Procedures vary for different makes and models of typewriters.

SPRING-SET MACHINES. Royals, Smith-Coronas, and some R. C. Allens have a margin-set key (17) at each end of the carriage. To set the left stop: Press the left margin-set key, move the carriage to the desired scale point, and release the set key. To set the right stop: Press right margin-set key, move carriage to desired scale point, and release set key.

HAND-SET MACHINES. The margin stops (18) of Underwoods, IBM Selectrics, Remingtons, and some R. C. Allens are adjustable by hand, without use of a set key. Adjust each margin stop separately: Press down the top of the margin stop, slide the stop left or right to desired scale point, and release stop.



HOOK-ON MACHINES. Electric Underwoods, standard IBMs, and some Remingtons have hook-on margin stops (18). To set the left margin stop: Move the carriage to the left margin, hook onto the left margin stop by holding down firmly the margin-set key (17) on the keyboard, move the carriage to the desired scale point, and release the set key. To set the right margin stop: Move the carriage to the right margin, hook onto the right stop by holding down firmly the set key (same key you used for left margin), move carriage to desired scale point, and release margin-set key.

6. Pica and elite spacing

Typewriters are usually equipped with either of two sizes of type: pica [pronounced *pie*-ka] and elite [pronounced ay-*leet*].

Pica type, the larger, prints 10 letters to an inch; elite prints 12 letters to an inch. On standard typing paper, 8½ inches wide, a pica machine can type 10 x 8½ = 85 characters; and an elite machine can type 12 x 8½ = 102 characters.

To determine whether a machine is pica or elite, type a series of periods and compare them with the ones printed here:

The distinction between pica and elite sizes is unimportant in typing forms, tables, and drills but becomes important when typing letters and reports, whose placement guides are usually expressed in terms of inches. When planning the margins for letters and reports, the typist must convert *inches* into *spaces* (and for elite machines, he must also "round off" the figures), as shown in this table:

INCHES TO SPACES
When Planning Margin-Stop Settings

Number inches in the line	4″	5″	6″
Pica spaces (10 per inch)	40	50	60
Elite spaces (12 per inch)	48	60	72
Elite line, "rounded off"	50	60	70

7. Indenting with the tabulator

For use in indenting paragraphs and other operations in which the typist wishes to spring the carriage to an assigned point without repeatedly striking the space bar, all machines have a "tabulator" mechanism. It has three controls on, or slightly above, the keyboard:

TAB-SET KEY (37) is used to set a pin, known as a "tab stop," at the point where it is desired that the carriage stop automatically.

TAB-CLEAR KEY (10) is used to clear, or eliminate, an individual tab stop that was previously set. Some machines have an ALL-CLEAR KEY (2) to eliminate simultaneously all stops that are already set.

TAB KEY OR BAR (40) is used to free the carriage from its regular

spacing so that it may spring to the point where a tab stop is set.

The use of these controls is illustrated by the steps involved in preparing for paragraph indenting:

STEP 1. Confirm margin settings.

STEP 2. Clear any tab stops already set: Press the all-clear key (2) or move the carriage to the right margin and then return it while pressing the clear key (10).

STEP 3. Set a tab stop at the point to which the carriage is to spring: Space in from the margin (standard indention: 5 spaces) and press the tab-set key (37).

STEP 4. Test the setting: draw the carriage back to the margin; then firmly press the tab bar or key (40). The carriage should hop to the point where the stop is set.

8. Centering a word or line

To center a word or group of words (title of an essay, for example), three steps are involved:

STEP 1. Set the carriage at the centering point.

STEP 2. Say *in pairs* the strokes (letters *and* spaces) in the material to be centered, depressing the backspacer (3) once for each pair of strokes. If an odd, leftover letter remains after calling the pairs, do *not* backspace for it.

STEP 3. Beginning at the point to which the carriage has been backspaced, type the material; it will be centered horizontally.

If several lines are to be centered, centering the carriage for each line is simplified by setting a tab stop at the center. The typist then tabulates (indents) to that point instead of positioning the carriage manually.

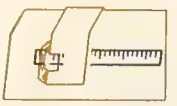
F. STEPS WHEN PREPARING TO TYPE

1. Arrange the table

Machine, even with front of table. Book at right, turned and tilted. Extra paper, left of machine.

2. Check the paper guide

Paper guide should be adjusted so center of paper will be at 50. Review §8 on page 6.



3. Set the linespace regulator

Instructions at the start of each lesson say whether to set machine for single or double linespacing.

4. Set the margin stops

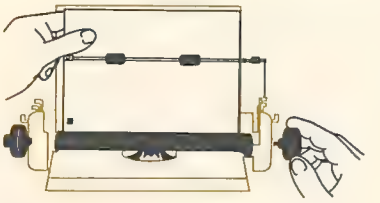
Instructions at the start of each lesson state for what line length you are to set the margins. Review §4, page 6; and §5, page 7.

LINE: 40

5. Move paper bail away

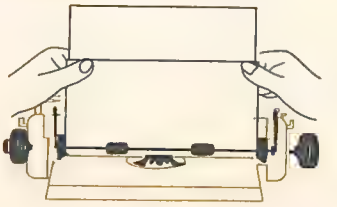
So the paper bail will not interfere with the paper insertion, pull the bail toward you. (If it will not pull forward on your typewriter, lift the bail straight upright.)

6. Grasp and insert paper



Left hand grasps paper and puts it behind cylinder, against paper guide. Right hand turns cylinder knob, to draw paper into machine. Turn up 4 or 5 inches of paper.

7. Straighten the paper

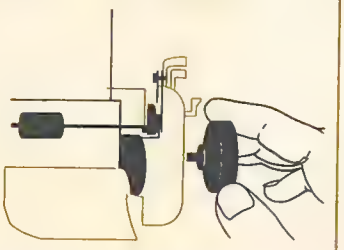


The left side of the paper should align, top and bottom, at the paper guide. If the alignment is not correct, loosen paper (use paper release) and straighten it.

8. Reset the paper bail

Adjust rolls to divide paper approximately into thirds; then place the bail snugly against the paper.

9. Provide for top margin



If preparing to type drills: Turn paper down (use cylinder knob) until only a quarter inch or so of paper shows above the top of the bail.

If preparing for production work: Before resetting paper bail, turn paper down until its top edge is even with aligning scale (1) and then advance the paper for the assigned depth of top margin. *Then* reset the paper bail in clamping position.

10. Check typing posture

Head erect, turned to face the book

Back straight, elbows relaxed

Body centered opposite J key, leaning forward

Feet apart and firmly set

11. Check hand position

Position finger tips on home keys:
Left hand on A S D and F
Right hand on J K L and Semicolon

ON MANUAL MACHINE, curve fingers *tightly* (as though to pull an iron bar) and let them rest lightly *on* home keys, without pressure.

ON ELECTRIC MACHINE, curve fingers *slightly* and hold them as close to home keys as you can without quite touching them (as though they were too hot to touch).

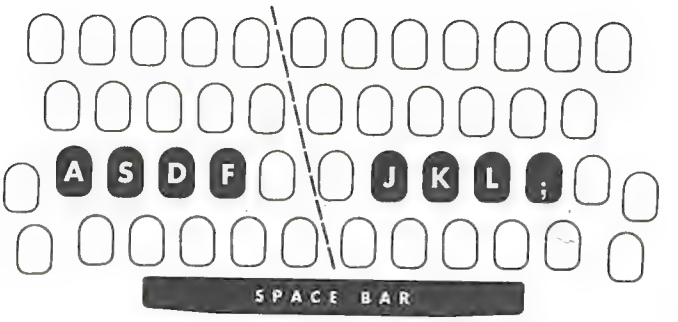
LINE: 40 (SEE PAGE 9)
SPACING: SINGLE
GOAL: CONTROL SPACE BAR AND HOME KEYS
STRESS: BOUNCE-OFF KEY STROKES

Adjust the machine and position your hands as illustrated on page 9.

1-A. With all fingers held motionless in the home position, poise your right thumb about a quarter of an inch above the space bar. Now sharply tap the space bar in its center—bounce your thumb off it. Repeat until you hear the margin bell ring.

1-B. Practice returning the carriage (including getting your hand back to home position) until you can do so with confidence and without raising your eyes from the book. Then repeat the drill until you can return the carriage without raising your eyes from the printed words.

1-C. Using the right-hand thumb and the forefingers (with all other fingers kept in home position), type these three lines experimentally to determine how much force is needed to make each key print clearly and cleanly. On a manual machine, use a very sharp, "biting" stroke; on an electric machine, just "tap" the keys lightly.



LESSON

1

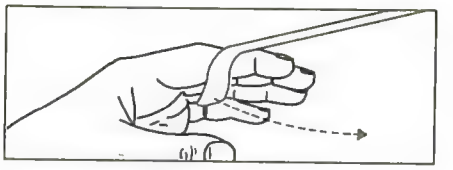
Home Keys

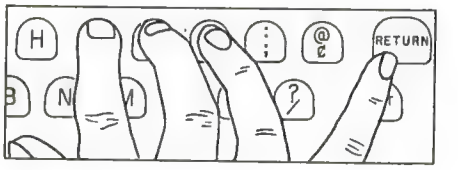
Space Bar . . . Right thumb

1-A. Practice striking the space bar

Space once [TAP THE SPACE BAR ONCE] . . . twice [TAP THE SPACE BAR TWICE] . . . once . . . once . . . twice . . . once . . . twice . . . once . . . twice . . . twice . . . once . . . once . . . Repeat

1-B. Practice returning the carriage





MANUAL MACHINE. In one continuous sweep of the left hand, (*a*) place the forefinger and next two fingers against the return lever; (*b*) *flip* the lever with a toss of the wrist, returning the carriage to the margin; and (*c*) dart your left hand back to its home-key position.

ELECTRIC MACHINE. In a quick, stabbing motion, (*a*) extend the little finger of your right hand to the adjacent carriage-return key; (*b*) lightly flick—press—the return key, causing the carriage to return automatically; and (*c*) *zip* the finger back to its home-key position.

Space once . . . twice . . . once . . . twice . . . Ready to return [MOVE HAND TO RETURN LEVER OR FINGER TO RETURN KEY] —Carriage! [RETURN IT] . . . Home! [FINGERS ON HOME KEYS] . . . Repeat

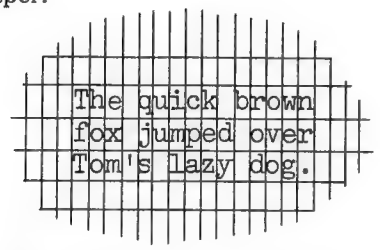
1-C. Practice striking the forefinger keys

Left forefinger on *F* key Right thumb on space bar	fff fff ff ff f f ff ff f f
Right forefinger on *J* key Right thumb on space bar	jjj jjj jj jj j j jj jj j j
Left forefinger on *F* key Right forefinger on *J* key Right thumb on space bar	fff jjj ff jj f j ff jj f j

C. HORIZONTAL SPACING

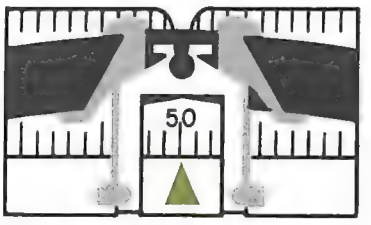
1. Counting the spaces

Each time a key or the space bar is tapped, the carriage (6) moves one space to the left. Each tap moves the carriage exactly one space. Each space is the same size. *Remember:* Typewriters space uniformly, as though printing on graph paper.



The spaces can be counted. Every typewriter has a carriage-position scale (7) that marks off the spaces. The scale numbers every fifth or tenth space, too, so that the typist may know the number of each space across the carriage.

Every machine has some kind of arrowhead, line, or other marker, called the printing-point indicator (28), that points to the space on the scale at which the carriage is positioned and at which the machine is ready to print. When the carriage is at the 50th space, for example, the marker points at 50.



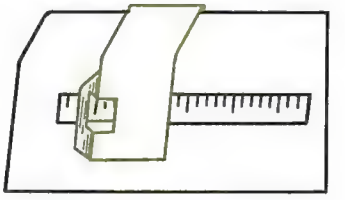
2. Finding the center space

A typist is expected to center across the paper almost everything he types—that is, he arranges what he types so that half appears on each side of the center of the paper. Such centering requires the typist to know at what point on the carriage-position scale the center of the paper will fall and to adjust his machine so that the center of the paper will *always* appear at that centering point.

The part of the machine that is adjusted so that the center of the paper will be consistently at the same point is the paper guide (22). It may be moved left or right.

The typist selects the centering point he wishes to use and then adjusts the paper guide so that the center of the paper will always be at the point he has selected.

Which point should be selected? *Recommended: 50.* This number is easy to remember, easy to find on the carriage-position scale, and easy to add to and subtract from in planning margin settings. *Remember:* For efficiency, adjust the paper guide so that the center of the paper will fall at 50.



3. Adjusting the paper guide

To adjust the paper guide so the center of the paper will always be at 50 [or whatever point may be selected], seven steps are involved. They need to be taken only once; after that, the typist *knows* where the guide belongs and does not need to repeat the steps.

STEP 1. Set the carriage at 50 [or other selected point].

STEP 2. At the top of a sheet of paper, mark the center by a pencil mark or by a crease.

STEP 3. Insert the paper.

STEP 4. Depress the paper release (24), so the paper will be loose and can be slid left or right.

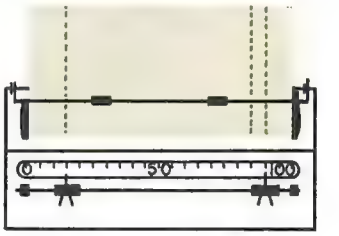
STEP 5. Keeping the paper straight, slide it left or right until the center crease or mark is squarely at the printing point (27).

STEP 6. Restore the paper release to its normal position.

STEP 7. Slide the paper guide (22) to bring its blade edge snugly against the left edge of the paper.

Now the guide is positioned correctly. Note on the paper-guide scale (23) *exactly* where you have set the guide; remember the place.

4. Planning margin settings



STEP 1. Determine what length of writing line is to be used.

The line length for drills is given in the lesson headings. For example, LINE: 40 means "set margins for a 40-space line." The line length for letters, reports, and other work is something to be learned as an aspect of producing such work [see Index, page iv].

STEP 2. Plan the setting for the left margin stop. From the center of the paper, *subtract* half the desired line length and set the stop at the resulting number.

STEP 3. Plan the setting for the right margin stop. To the center of the paper, *add* half the desired line length *plus 5 extra spaces* [to provide for the warning signal of the bell] and set the stop at the resulting number.

EXAMPLE: Settings for a 40-space line would be 50−20=30 for the left margin stop and 50+20+5=75 for the right margin stop.

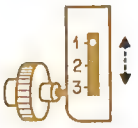
COMMON MARGIN SETTINGS
(With the Paper Centered at 50)

LINE DESIRED	LEFT MARGIN STOP AT	RIGHT MARGIN STOP AT
40 spaces	50−20=30	50+20+5=75
50 spaces	50−25=25	50+25+5=80
60 spaces	50−30=20	50+30+5=85
70 spaces	50−35=15	50+35+5=90

D. VERTICAL SPACING

9. Controlling the spacing

The amount of blank space between lines of typing is controlled by the linespace regulator (14), which may be set at "1" for single spacing and which provides *no* blank space between typed lines; at "2" for double spacing, which provides *one* blank line between lines of typing; and at "3" for triple spacing, which provides *two* blank lines between lines of typing. Examples:




```
single  double  triple
single  ------  ------
single  double  ------
single  ------  triple
```

Some machines *also* have 1½ spacing (midway between single and double) and 2½ spacing (midway between double and triple); but even on such machines, most work is typed in standard single and double spacing.

10. Inserting extra blank lines

To leave *extra* space between some lines of typing, advance the paper one line more than the number of lines that are to be left blank. For example, to leave a blank line between two sets of drills, advance

```
fff fff jjj jjj fff jjj ff jj ff jj f j
fff fff jjj jjj fff jjj ff jj ff jj f j
fff fff jjj jjj fff jjj ff jj ff jj f j

ddd ddd kkk kkk ddd kkk dd kk dd kk d k
ddd ddd kkk kkk ddd kkk dd kk dd kk d k
ddd ddd kkk kkk ddd kkk dd kk dd kk d k
```

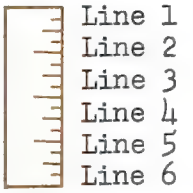
the paper *two* lines (by returning the carriage twice instead of once), one to be the blank line and one to be the next line on which to type.

Remember: Always advance the paper one more line than the number of lines to be left blank.

This book occasionally displays an arrow and a number to signal how many lines to advance the paper, to solve a special arrangement problem. An arrow-3, for example, does not mean to leave three blank lines but to leave two blank lines by advancing the paper three lines. ↓3

The typist must always be aware of the spacing for which his typewriter is set. Advancing the paper three lines when the machine is set for single spacing, for example, simply requires three carriage returns. But advancing the paper the same three lines when the machine is set for *double* spacing requires a single carriage return (two lines) and one line turned up by hand.

Sometimes the instructions are to "Leave 1 *inch* space." Most machines provide 6 lines of space to a vertical inch. To leave 6 blank lines, advance the paper 7 lines—6 for the blank inch and 1 to reach the line of typing.



11. Centering material vertically

Standard typing paper (11 inches long) provides 11 x 6 = 66 possible lines of space to a page. To center within these 66 lines:

STEP 1. Count the lines (including blank ones) the material fills.

STEP 2. Subtract the number of lines needed from the 66 available (or from 33, on a half sheet).

STEP 3. Divide the remainder by 2 (count a fraction as a whole) to get the number of the line, counting from the top, on which to begin.

[NOTE: For material to *look* centered, the bottom margin should be a little wider than the top one; the three steps above provide for this desirable difference.]

EXAMPLE. A 21-line display would be 66 − 21 = 45; and 45 ÷ 2 = 22½ or 23, the line on which to begin. This provides a top margin of 22 lines and a bottom one of 23 lines.

E. CARE OF THE TYPEWRITER

12. Keeping a machine in trim

DAILY CARE. Brush the printing faces of the typebars. Dust inside the machine with a long-handled brush. Wipe adjacent desk surfaces and under the machine. Keep machine covered when not in use.

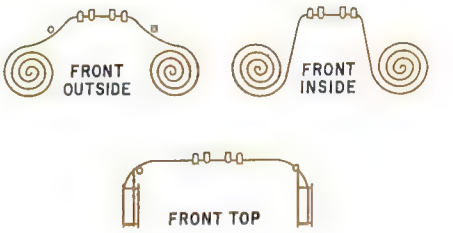
WEEKLY CARE. Using a cloth moistened with oil, wipe the rails on which the carriage moves.

BIWEEKLY CARE. Using a cloth dampened with alcohol, wipe the cylinder (11) and paper-bail rolls (21).

CONSTANT CARE. Return carriage briskly but without a *bang*! Untangle jammed keys carefully—never *pull* typebars, lest they be bent.

13. Putting on a new ribbon

STEP 1. Before removing the old ribbon, note how it is threaded and which of these winding arrangements is used to approach the spool:



STEP 2. Then *practice* each phase of the ribbon change—lift out a spool, put it back; unthread the carrier, rethread it; and so on.

STEP 3. Wind the old ribbon on one spool; detach the end, noting how it was hooked to the spool. Discard old spool and ribbon.

STEP 4. Fasten end of the new ribbon on the empty spool. Place both spools in their sockets.

STEP 5. Thread the new ribbon into place. (Depressing the shift lock makes it easier to thread the ribbon through the carrier.) Check that the ribbon reverses properly.

LEFT HAND

Forefinger ..... F
Second finger ..... D
Third finger ..... S
Little finger ..... A

RIGHT HAND

J ..... Forefinger
K ..... Second finger
L ..... Third finger
; ..... Little finger

Space Bar ... Right thumb

1-D. Use forefingers on F and J keys. Keep other fingers motionless in home position. Tap the space bar with the thumb of your right hand.

1-D. Practice the F and J keys

1 fff fff jjj jjj fff jjj ff jj ff jj f j
fff fff jjj jjj fff jjj ff jj ff jj f j
fff fff jjj jjj fff jjj ff jj ff jj f j

Leave a blank line (return carriage twice) before you start a new drill.

1-E. Use second fingers. The forefingers may rise slightly; other fingers should remain motionless in their home positions.

1-E. Practice the D and K keys

2 ddd ddd kkk kkk ddd kkk dd kk dd kk d k
ddd ddd kkk kkk ddd kkk dd kk dd kk d k
ddd ddd kkk kkk ddd kkk dd kk dd kk d k

1-F. Use third fingers. Little fingers should be kept anchored in their home position. Your other fingers may rise slightly.

1-F. Practice the S and L keys

3 sss sss lll lll sss lll ss ll ss ll s l
sss sss lll lll sss lll ss ll ss ll s l
sss sss lll lll sss lll ss ll ss ll s l

Return the carriage without looking up.

1-G. Use fourth fingers. Keep forefingers anchored in home position. Other fingers may rise slightly.

1-G. Practice the A and ; keys

4 aaa aaa ;;; ;;; aaa ;;; aa ;; aa ;; a ;
aaa aaa ;;; ;;; aaa ;;; aa ;; aa ;; a ;
aaa aaa ;;; ;;; aaa ;;; aa ;; aa ;; a ;

1-H. Note the pattern of each drill line; then type lines 5-7 two times each (plus an extra time if the line is difficult for you).

1-H. Build some words

5 aaa ddd add add|aaa lll all all|add all
6 aaa sss kkk ask|jjj aaa lll jal|ask jal
7 ddd aaa ddd dad|lll aaa ddd lad|dad lad

1-I. Notice the change in the drill pattern here from that in lines 5-7; then type lines 8-10 two or three times each.

1-I. Build a few longer words

8 a as ask asks asks; f fa fal fall falls
9 a al ala alas alas; f fl fla flas flask
10 a ad add adds adds; s sa sal sala salad

1-J. Type line 11 twice. GOAL: To finish both of the copies in 1 minute.

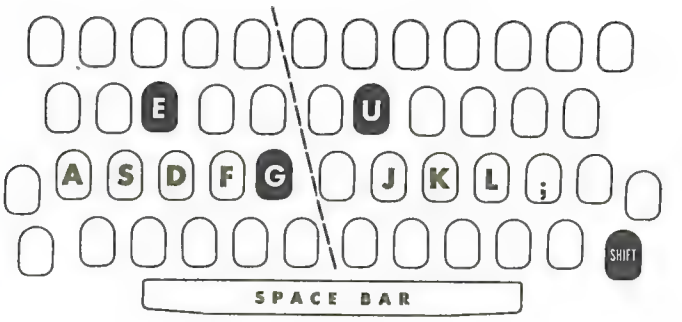
1-J. Measure your progress

11 a sad fad; a lass falls; dad asks a lad

Space once after semicolon.

LINE: 40
SPACING: SINGLE
GOAL: CONTROL E, U, G, AND RIGHT SHIFT
STRESS: KEEPING FEET FLAT ON FLOOR

On charts like this, keys already practiced appear in color. New keys to be mastered in the lesson are shown in black and white.



LESSON

2

New Keys

2-A. Review the keys you know

2-A. Type lines 1 and 2 twice each. Leave 1 blank line (return the carriage twice) after the second copy of each of the lines.

1 fff jjj ddd kkk sss lll aaa ;;; fff jjj
2 sss aaa ddd sad sad aaa sss kkk ask ask

2-B. Practice the E key

2-B. Use D-finger. Try the ded reach (keep A-finger in home position, to guide D-finger back after it has struck E key); then type lines 3-6 three times.

Dotted lines are to spotlight the reach-path you are practicing.

3 ddd ded eee ddd ded eee ddd ded eee ded
4 ded see see ded fee fee ded lee lee ded
5 ded led led ded fed fed ded fee fee ded
6 3 ded sea sea ded elk elk ded elf elf ded

2-C. Practice the U key

2-C. Use J-finger. Try the juj reach (keep Sem-L-K-fingers in home position, to guide J-finger back after striking U key); type lines 7-10 three times. Speed up on repetitions.

7 jjj juj uuu jjj juj uuu jjj juj uuu juj
8 juj dud dud juj due due juj sue sue juj
9 juj us; us; juj use use juj uke uke juj
10 juj due due juj sue sue juj use use juj

2-D. Practice the G key

2-D. Use F-finger. Try the fgf reach (keep your A-S-D fingers at home; move only the F-finger); then type lines 11-14 three times.

11 fff fgf ggg fff fgf ggg fff fgf ggg fgf
12 fgf lag lag fgf jag jag fgf sag sag fgf
13 fgf dug dug fgf lug lug fgf jug jug fgf
14 3 fgf leg leg fgf keg keg fgf egg egg fgf

2-E. Practice the right SHIFT key

2-E. To capitalize any letter that is on the left half of the keyboard:

(1) Keeping J-finger home, press and hold down right shift key with Sem-finger.

(2) Strike the letter key.

(3) Release the shift key and return all fingers to their home-key position.

Type lines 15-18 three or more times each.

15 ;;; A;; A;; ;;; S;; S;; ;;; D;; D;; ;;;
16 ;;; Ask Ask ;;; Alf Alf ;;; Ada Ada ;;;
17 ;;; See See ;;; Sal Sal ;;; Del Del ;;;
18 ;;; Elk Elk ;;; Fae Fae ;;; Gae Gae ;;;

2-F. Note the pattern of each line; then type lines 19-21 twice each. Speed up and sustain an even pace on the repetitions.

2-F. Build some word families

19 Dell fell jell ell; fads gads lads dads

20 Flag slag skag lag; fuse uses used use;

21 Gale kale sale ale; full dull gull lull

2-G. Type line 22 twice. GOAL: To finish both of the copies in 1 minute.

2-G. Measure your progress

22 Sue fed a sad lad a salad; Ask a judge;

LINE: 40
SPACING: SINGLE
GOAL: CONTROL R, PERIOD, H, AND LEFT SHIFT
STRESS: BOUNCE-OFF SPACE-BAR STROKES

LESSON

3

New Keys

3-A. Type lines 1 and 2 twice—evenly and rapidly.

3-A. Review the keys you know

1 aaa ;;; sss lll ddd kkk fff jjj aaa ;;;

2 ded led fed fgf leg keg juj jug lug dug

3-B. Use F-finger. Try the frf reach (keep the A-S-D-fingers at home; move only the F-finger); then type lines 3-6 three times. You should be able to type each of the lines rapidly.

3-B. Practice the R key

3 fff frf rrr fff frf rrr fff frf rrr frf

4 frf fur fur frf far far frf jar jar frf

5 frf err err frf ere ere frf are are frf

6 frf red red frf rug rug frf rag rag frf

3-C. Use L-finger. Try the l.l reach (keep Sem-finger anchored in home position, to guide L-finger back); then type lines 7-10 three times. Keep arms still!

3-C. Practice the . key

7 lll l.l ... lll l.l ... lll l.l ... l.l

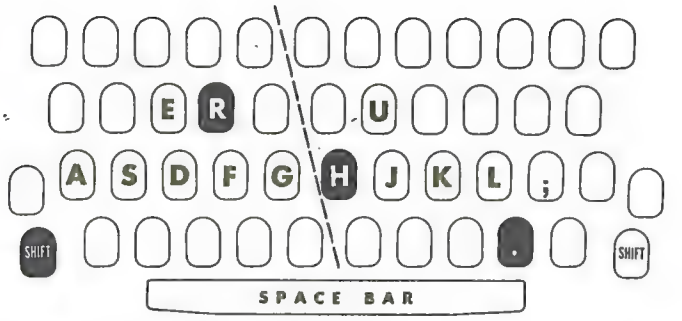
8 l.l dr. dr. l.l sr. sr. l.l fr. fr. l.l

9 l.l Dr. Dr. l.l Sr. Sr. l.l Fr. Fr. l.l

10 Dad fed us. See us. See Al. Ask Red.

Space once after a period following an abbreviation, and twice after a period at end of sentence.

CAUTION! It is natural to make typing errors at this stage. It is better to risk some errors than to slow down, or break rhythm, or look away from the line you are copying. Sail right in and type every line vigorously!



If you forget where a key is located, fight off the temptation to look at your fingers; look at this keyboard chart instead.

3-D. Use J-finger. Try the jhj reach (anchor K-L-Sem fingers in home position); then race through lines 11-14 three times each.

3-D. Practice the H key

11 jjj jhj hhh jjj jhj hhh jjj jhj hhh jhj

12 jhj had had jhj hag hag jhj has has jhj

13 jhj he; he; jhj she she jhj her her jhj

14 jhj ash ash jhj hue hue jhj hug hug jhj SMOOTHLY!

3-E. To capitalize any letter that is on the right half of the keyboard:

(1) Keeping F-finger home, press and hold down left shift key with A-finger.

(2) Strike the letter key.

(3) Release the shift key and return all fingers to their home key position.

Type lines 15-18 three or more times each.

3-E. Practice the left SHIFT key

15 aaa Jaa Jaa aaa Kaa Kaa aaa Laa Laa aaa

16 aaa Jed Jed aaa Lea Lea aaa Hal Hal aaa

17 aaa Her Her aaa Has Has aaa Had Had aaa

18 aaa Use Use aaa Led Led aaa Les Les aaa

3-F. Analyze pattern of each line; then type it twice. GOAL: To finish both copies of line 22 in 1 minute. Keep eyes very firmly on copy. Can you?

3-F. Measure your progress

19 Hear dear gear ear; hues rues sues dues

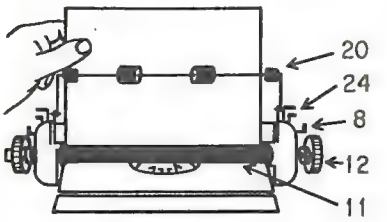
20 Hare dare fare are; reed reel reek reef

21 Rash sash hash ash; Jake lake fake sake

22 Jed has a glue jar; Alf has a red desk.

3-G. This routine should be followed at the end of each practice period—but note: your instructor may not wish you to cover the machine at the end of each period during the day.

3-G. Clean up your table



1. Remove your paper: depress paper-release lever (24); draw out paper; release the lever.
2. Place bail (20) against cylinder (11).
3. Center the carriage: holding the right cylinder knob (12), press carriage release (8); move carriage to middle; release the lever.
4. Cover the typewriter; put away your work.

LINE: 40
SPACING: SINGLE
GOAL: CONTROL I, O, AND T
STRESS: KEEPING A- AND SEM-FINGERS ANCHORED AT HOME

LESSON 4

New Keys

4-A. Type lines 1 and 2 twice each, stressing an even and rapid pace.

4-A. Review the keys you know

2 1 aaa ;;; sss lll ddd kkk fff jjj fgf jhj

2 a;a ded l.l frf juj fgf jhj a;a Les Sue

4-B. Use K-finger. Try the kik reach (keep Sem- and L-fingers anchored on the home keys, grazing but not pressing them); then type lines 3-6 three times.

4-B. Practice the I key

3 3 kkk kik iii kkk kik iii kkk kik iii kik

4 kik air air kik fir fir kik sir sir kik

5 kik kid kid kik did did kik rid rid kik

6 kik dig dig kik jig jig kik rig rig kik

4-C. Use L-finger. Try the lol reach (keep J-finger or Sem-finger, whichever is easier for you, in the home position); then type lines 7-10 three times.

4-C. Practice the O key

7 lll lol ooo lll lol ooo lll lol ooo lol

8 lol log log lol jog jog lol dog dog lol

9 lol off off lol odd odd lol old old lol

10 lol oar oar lol our our lol oil oil lol

4-D. Use F-finger. Try the ftf reach (keep the A-S-D-fingers at home); then type lines 11-14 three times each. Return the carriage without looking up even once as you do so.

4-D. Practice the T key

11 fff ftf ttt fff ftf ttt fff ftf ttt ftf

12 ftf aft aft ftf its its ftf hat hat ftf

13 ftf too too ftf toe toe ftf the the ftf

14 ftf let let ftf lot lot ftf got got ftf

4-E. Analyze the pattern of each line; then type lines 15-18 twice each, without hesitating and without looking up once.

4-E. Build skill on word families

2 15 to toe tog tot too; it sit fit hit kit;

16 ut jut hut rut out; ot got rot lot hot;

17 ig fig dig rig jig; et let jet set get;

18 at sat hat fat eat; ir ire sir fir air;

4-F. Making errors is natural for all beginning typists. Errors should not alarm you; instead, they should guide you.

Too many errors, for example, show that you may be pushing too hard or too carelessly for speed; too few errors mean the opposite.

Errors tell what kind of practice will help you most, whether to slow down or to speed up, and much other helpful information.

On sentence and on paragraph work, draw a circle around each error after you complete the whole page of work. Don't circle errors on drills unless your instructor tells you to do so.

4-F. Learn how errors are marked and counted

Compare this typing with lines 19-21 below.

The red shue is his. It is a good fit.
The red shoe is his. It is a good fit.

All of us l ke Sue; she has good taste.
All of us like Sue; she has good taste.

Ask to to see that all of get us to go.

Ask Al to see that all of us fgrt to go.

As indicated in the examples above, *count it an error* when—

1. Any stroke is incorrect.
2. The punctuation, if any, after a word is incorrect or is omitted.
3. The spacing after a word or after its punctuation is incorrect.
4. Any stroke is so light that it does not show clearly.
5. A stroke is made over another.
6. A word is omitted.
7. A word is repeated.
8. Words are transposed.
9. A direction about spacing, indenting, etc., is violated.
10. A word contains a capital that does not print completely.

Note that (11) only one error is charged to any one word, no matter how many errors it may contain.

4-G. Each line twice, without stopping or looking up. One blank line after each pair. Mark and count your errors, if any.

4-G. Build skill on short sentences

19 The red shoe is his. It is a good fit.
20 All of us like Sue; she has good taste.
21 Ask Al to see that all of us get to go.

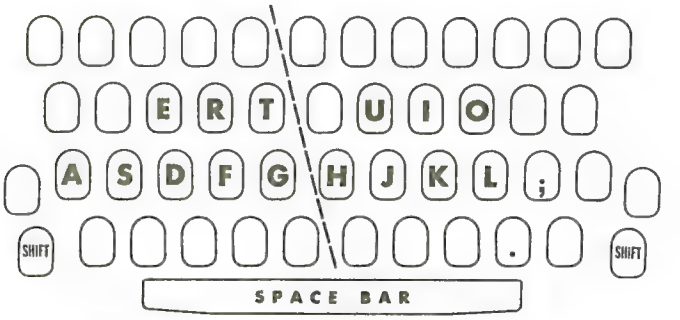
mark errors in margin

4-H. Type this two-line paragraph twice and mark errors. GOAL: To type a copy of both lines in 1 minute.

4-H. Check your progress

22 Joe fell off a ladder; he hurt his leg.
He asked Dr. Todd to take a look at it.

LINE: 40
SPACING: SINGLE
GOAL: REVIEW KEYS YOU KNOW
STRESS: KEEPING EYES ON COPY



LESSON 5

Review

5-A. Each line twice, setting a good pace on easy line 1 and holding it on harder lines 2 and 3.

5-A. Review the keys you know

1 aaa sss ddd fff fgf jhj jjj kkk lll ;;;
2 ded lol frf kik ftf juj fgf jhj ded l.l
3 Alf Sue Del Flo Gae Joe Kit Lil Ted Her

5-B. Note the pattern (one letter changes from word to word in each group); then type lines 4-8 two times. Speed up and keep a steady, smooth pace on each of the repetitions.

5-B. Strengthen control of the home-row keys

```
4  Ada ade are art aft|;;; to; so; do; go;
5  Sal sat set sit sir|Lou lot log lug lag
6  Dee due dug dog dig|Kit elk ilk irk ark
7  Fil fir far fur for|Joe jog jag jug jig
8  Go; got get gat gag|Hal hat hit hut hot
```

5-C. The pattern is like that in 5-B. Type lines 9-12 two times, increasing your speed but keeping the pace steady as you repeat each of the drill lines.

5-C. Strengthen control of the other keys you know

```
9  Ira ire irk ilk ill|Tat hat oat eat fat
10 Rue rug rut rot rod|Era ere err ear eat
11 Our oar oat out oft|l.l Jr. Sr. Dr. Fr.
12 Ted tee toe tie the|Usa use uke ute ure
```

5-D. It is helpful to time some of your efforts, so that you may know exactly how rapidly you can type.

If you record your error score and your speed score in each lesson, you can note your progress. Such scores also tell you if you should press more for accuracy improvement or if you should press more for an increase in speed.

5-D. Learn how typing speed is measured

1. Type for an exact number of minutes while someone times you.

2. Find how many words you typed. Every 5 strokes count as 1 word, as marked off by the horizontal scales and, in paragraph copy, as cumulatively totaled after each line. The first example below contains (8+8+4=) 20 words. The second example contains (24+4=) 28 words.

3. Divide the words typed by the minutes typed. If you type 28 words in 2 minutes, for example, you type (28÷2=) 14 *wam* (words a minute); or in 1 minute, (28÷1=) 28 *wam*; or in ½ minute, (28÷.5=) 56 *wam*.

```
Ask Ted or Louis to go out to see Kirk.
Ask Ted or Louis to go out to see Kirk.
Ask Ted or Louis to
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8
```

Compare with line 15.

```
The goal for this task is to do it just
as fast as is safe.  Look out for a lot
of errors if too great a rush is tried.
The goal for this
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8
```

Compare with paragraph 16.

5-E. Type lines 13-15 two times (or take a 1-minute writing on each line, so that you can figure your typing speed); then mark and count your errors.

5-E. Build skill on sentences

```
13 The girls tried to get out to the lake.
14 Gail has a fur; her dad got it for her.
15 Ask Ted or Louis to go out to see Kirk.
   1 | 2 | 3 | 4 | 5 | 6 | 7 | 8
```

= 5-stroke words

5-F. Type this paragraph twice (or take three 1-minute writings on it); then circle any errors.

5-F. Build skill on a paragraph

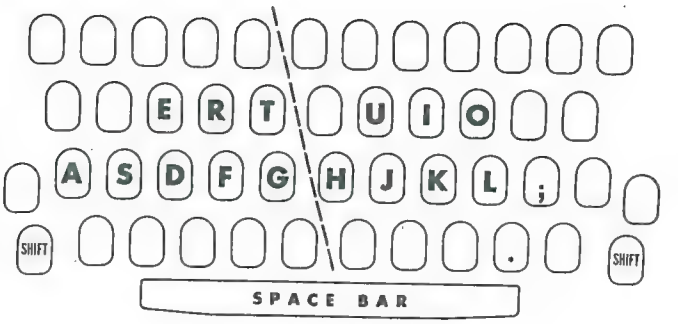
```
                                        CUMULATIVE WORDS
16 The goal for this task is to do it just      8
   as fast as is safe.  Look out for a lot      16
   of errors if too great a rush is tried.      24
   1 | 2 | 3 | 4 | 5 | 6 | 7 | 8
```

5-G. Type the paragraph two times. GOAL: To type it once in 1-minute.

5-G. Measure your progress

```
17 The three of us took a good ride out to      8
   the lake to fish.  Jake got us a trout.      16
   1 | 2 | 3 | 4 | 5 | 6 | 7 | 8
```

LINE: 40
SPACING: SINGLE
GOAL: INCREASE KEYBOARD CONTROL
STRESS: KEEPING EYES ON COPY



LESSON

6

Clinic Review

6-A. Type lines 1-3 twice each, with a blank line after each repetition. The lines are very easy; get off to a racing start!

6-A. Review the keys you know

1 aaa ;;; sss lll ddd kkk fff jjj ggg hhh
2 lol ded kik frf juj ftf jhj fgf l.l aaa
3 a d e f g h i j k l o r s t u . ; a d e

EYES ON THE COPY!

6-B. To reveal weaknesses, type straight through lines 4-7 once. Press for speed and do not look up. Each key you know is used at least eight times here.

6-B. Measure your control of keys

4 self jail late just good felt dogs joke
5 huge took dust jade tiff hulk flag jigs
6 tuft jerk high furl drag judo ajar kite
7 lake fork held risk hair fish jugs hard

6-C. Proofread your copy of lines 4-7 very carefully and make a list of all the letters typed incorrectly. Then, take these steps:

(1) Note the four letters you incorrectly typed most often. Then, in lines 8-22, find the drills for the four letters and type each of the drills twice.

(2) Then type lines 8-22 straight through once, but pause to rest briefly after typing lines 12 and 17.

(3) Finally, retype lines 4-7 as a retest. You should do much better this time.

6-C. Reinforce your skill selectively

8 aa alas aa ajar aa area aa gala aa data
9 dd deed dd died dd dude dd duds dd dead
10 ee seek ee free ee feel ee flee ee edge
11 ff ruff ff gaff ff doff ff guff ff huff
12 gg eggs gg flag gg gags gg gift gg grog
13 hh high hh hush hh hath hh hoot hh hash
14 ii idea ii irks ii ills ii idol ii idle
15 jj jell jj joss jj just jj jolt jj jilt
16 kk kale kk kill kk silk kk disk kk talk
17 ll loll ll doll ll lilt ll sell ll lull
18 oo food oo hood oo odor oo door oo oleo
19 rr roar rr errs rr rare rr risk rr rear
20 ss sees ss sits ss sirs ss toss ss sets
21 tt trot tt taut tt tuft tt that tt test
22 uu used uu dull uu uses uu full uu true

6-D. Type the complete sentence twice. GOAL: To finish the sentence easily in 1 minute or less.

6-D. Measure your progress

WORDS

23 Jud is to go to the edge of the lake to 8
see if the old oak tree is still there. 16
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

LINE: 40
SPACING: SINGLE
GOAL: CONTROL COMMA, C, M, AND COLON
STRESS: KEEPING WRISTS CLOSE TOGETHER

LESSON 7

New Keys

7-A. Review the keys you know

7-A. Type lines 1 and 2 twice, leaving a blank line between each of the pairs. Keep your fingers going!

1 if it is; to go to; or to us; or if it.
2 Joe is; Kit is; Let us; For Al; His dog

7-B. Practice the , key

7-B. Use K-finger. Try the k,k reach (keep Sem- and L-fingers at home; curl K-finger, to ease reach to Comma key). Then, type lines 3-6 three times.

3 kkk k,k ,,, kkk k,k ,,, kkk k,k ,,, k,k
4 k,k as, as, k,k is, is, k,k us, us, k,k
5 k,k to, to, k,k do, do, k,k so, so, k,k
6 k,k of, of, k,k if, if, k,k it, it, k,k

7-C. Practice the C key

7-C. Use D-finger. Try the dcd reach (keep your A- and S-fingers anchored on home keys; curl D-finger, to make reach to C easier). Then type lines 7-10 three or more times each.

7 ddd dcd ccc ddd dcd ccc ddd dcd ccc dcd
8 dcd cad cad dcd cod cod dcd cud cud dcd
9 dcd ice ice dcd ace ace dcd act act dcd
10 dcd cue cue dcd cut cut dcd cur cur dcd

7-D. Measure your progress

7-D. Can you complete a copy of the sentence in 1 minute? Type it twice, concentrating on the C's.

Note: 1 space after Comma.

WORDS
11 Get Carol, Charles, or Cathie to act as 8
a guide; the others are to check coats. 16
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

7-E. Practice the M key

7-E. Use J-finger. Try the jmj reach (keep K-L-Sem-fingers anchored at home). Type lines 12-15 three times each, speeding up on each of the repetitions.

12 jjj jmj mmm jjj jmj mmm jjj jmj mmm jmj
13 jmj jam jam jmj ham ham jmj him him jmj
14 jmj mar mar jmj mat mat jmj mad mad jmj
15 jmj sum sum jmj gum gum jmj hum hum jmj

7-F. The Colon (:) is the shift of Sem. Practice ;:; several times, keeping the J-K-L fingers anchored on home keys. Type lines 16-19 three times each.

Note: 1 space after Period used with an abbreviation; 2 spaces after the Colon.

7-F. Practice the : key

16 ;;; ;:; ::: ;;; ;:; ::: ;;; ;:; ::: ;:;

17 Dear Al: Dear Jo: Dear Lu: Dear Sir:

18 Mr. Em: Dr. Doe: Miss Ree: Mrs. Mor:

19 To Mr. Ulm: To Mrs. Ulm: To Miss Ulm:

7-G. Type each note twice. GOAL: To finish note 20 or 21 in 1 minute or less and both notes in 2 minutes.

2 times each

7-G. Measure your progress

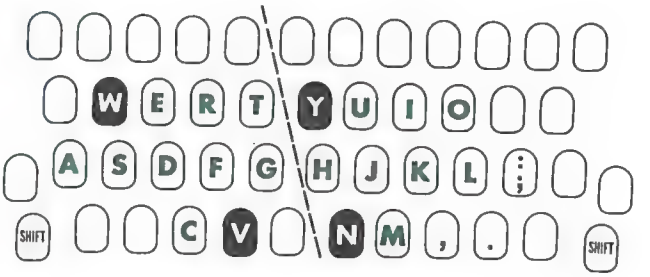
		WORDS
20	Dear Mack: I heard that Carl, Jack, or	8
	Cedric might come to see our last game.	16
21	Dear Harold: Either Cora or Jack is to	24
	go home for the game. Dick is too ill.	32

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

LINE: 40
SPACING: SINGLE
GOAL: CONTROL W, Y, V, AND N
STRESS: KEEPING ARMS MOTIONLESS

LESSON 8

New Keys



8-A. Type lines 1-2 twice. Keep wrists quiet and type with sharp, biting strokes.

8-A. Review the keys you know

1 aaa ;;; sss lll ddd kkk fff jjj fgf jhj

2 lol ded kik frf juj ftf jmj dcd k,k l.l

8-B. Use S-finger. Try the sws reach (anchor either A- or F-finger at home—which is easier for you?). Type lines 3-6 three times.

8-B. Practice the W key

3 sss sws www sss sws www sss sws www sws

4 sws sow sow sws sew sew sws saw saw sws

5 sws low low sws mow mow sws wow wow sws

6 sws we, we, sws who who sws was was sws

Dotted lines are to spotlight the reach you are practicing.

8-C. Use J-finger. Try the jyj reach (anchor K-L-Sem-fingers at home); note angle of the reach to J key. Type lines 7-10 three times, without pauses.

8-C. Practice the Y key

7 jjj jyj yyy jjj jyj yyy jjj jyj yyy jyj

8 jyj sly sly jyj shy shy jyj sky sky jyj

9 jyj yes yes jyj yet yet jyj you you jyj

10 jyj jay jay jyj way way jyj may may jyj

By curling your finger under whenever reaching downward, like d-to-c and j-to-m, you can make such reaches without moving your hands at all. Result: accuracy; greater speed.

Spacing reminder: Space once after a comma, semicolon, or a period following an abbreviation.

Space twice after a sentence and after a colon.

8-D. Type this note twice, concentrating on the W's and Y's. GOAL: To finish a copy in 1 minute or less.

8-D. Measure your progress

WORDS

11 Dear Mary: We wish you would tell Judy 8
how to get her team to work like yours. 16

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

8-E. Typists who keep their wrists low and hold their right thumb well above the space bar make few spacing errors. The thumb should be bent so that its tip points toward and nearly touches the B key.

8-E. Check your space-bar technique

Q: Sometimes I leave out a space. Sometimes I get extra spaces. What am I doing wrong?

A: Probably letting your thumb rest on the space bar or your palm lean on the machine. Hold your thumb a half inch above the bar, so you can get a sharp, *bounce-off* space stroke.

8-F. Use F-finger. Try the fvf reach (keep the A-S-D-fingers anchored at home). Then type lines 12-15 three times. Can you make the fvf reach without moving any finger except the F?

8-F. Practice the V key

12 fff fvf vvv fff fvf vvv fff fvf vvv fvf
13 fvf vie vie fvf vim vim fvf via via fvf
14 fvf vet vet fvf vat vat fvf eve eve fvf
15 fvf velvet, fvf valves, fvf vividly fvf

8-G. Use J-finger. Try the jnj reach (K-L-Sem-fingers should be anchored in home position). Type lines 16-19 three times. Move only J-finger as you reach for the N key. Speed up on each of the repetitions.

8-G. Practice the N key

16 jjj jnj nnn jjj jnj nnn jjj jnj nnn jnj
17 jnj nun nun jnj run run jnj sun sun jnj
18 jnj not not jnj now now jnj nor nor jnj
19 jnj and and jnj one one jnj can can jnj

8-H. Measure your control of all keys that you have learned so far by typing each note at least twice. GOAL: To finish each note in 1 minute or less and to finish both in 2 minutes.

8-H. Measure your progress

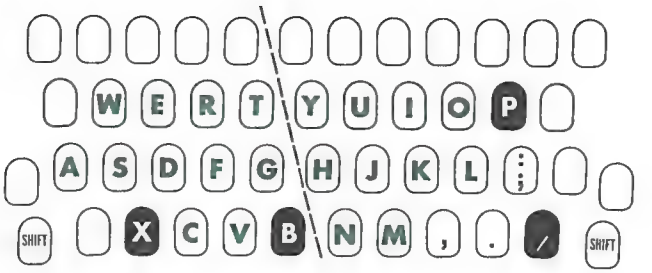
WORDS

20 Dear Vic: When we see Jay, we will ask 8
him to give Wally a list of five names. 16

21 Dear Roy: I may have to see Amy today; 24
if so, I will try to run over at seven. 32

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

LINE: 40
SPACING: SINGLE
GOAL: CONTROL X, P, B, AND DIAGONAL
STRESS: KEEPING ELBOWS IN



LESSON 9

New Keys

9-A. Type lines 1-2 twice each, trying to double your speed on each repetition. Leave a blank line between each pair of drill lines.

9-A. Review the keys you know

2

1 led vet ice due kit rim jay aft fan jam
2 for how joy fog cod sow gum jug sum log

9-B. Use S-finger. Try the sxs reach (keep A-finger or F-finger anchored in home position, whichever is easier for you). Then type lines 3-6 three times. Speed up on repetitions.

9-B. Practice the X key

3

3 sss sxs xxx sss sxs xxx sss sxs xxx sxs
4 sxs six six sxs nix nix sxs fix fix sxs
5 sxs wax wax sxs tax tax sxs lax lax sxs
6 sxs fox fox sxs sox sox sxs axe axe sxs

9-C. Use Sem-finger. Try the ;p; reach (anchor your J-K-L-fingers close to the home keys and keep elbows in, motionless). Then type lines 7-10 three times.

9-C. Practice the P key

3

7 ;;; ;p; ppp ;;; ;p; ppp ;;; ;p; ppp ;p;
8 ;p; lap lap ;p; nap nap ;p; map map ;p;
9 ;p; pin pin ;p; pen pen ;p; pan pan ;p;
10 ;p; pox pox ;p; pot pot ;p; put put ;p;

9-D. Type the note twice. GOAL: A copy in 1 minute. Concentrate on P's and X's.

2

9-D. Measure your progress

WORDS

11 Dear Rex: Please pay Max for the sixty 8
papers I lost; I can pay you next week. 16
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

9-E. Use F-finger. Try the fbf reach, keeping your A- and S-fingers at home (D-finger, too, if you can!). Type lines 12-15 three or more times. Speeding up?

9-E. Practice the B key

3

12 fff fbf bbb fff fbf bbb fff fbf bbb fbf
13 fbf fob fob fbf job job fbf rob rob fbf
14 fbf bud bud fbf but but fbf bug bug fbf
15 fbf be, be, fbf box box fbf by, by, fbf

9-F. Use Sem-finger. Try the ;/; reach (keep your J-finger at home—and your K-L-fingers, too, if you can). Type lines 16 and 17 three times. Gradually speed up on repetitions.

9-F. Practice the / (diagonal) key

3

16 ;;; ;/; /// ;;; ;/; /// ;;; ;/; /// ;/;
17 ;/; his/her ;/; him/her ;/; we/they ;/;

9-F, continued. Type lines 18-19 three times. Keep elbows in close and eyes on the copy at all times.

9-F. Practice the / (diagonal) key, continued

18 Two kinds of current: the a/c and d/c.
19 There is no charge. Mark the bill n/c.

9-G. Measure your control of keys you have practiced so far by typing each of the notes twice. GOAL: A copy of note 20 or 21 in 1 minute and a copy of both notes in 2 minutes.

9-G. Measure your progress

		WORDS
20	Dear Bill: We will plan on your taking	8
	five or six boys to the game on Friday.	16
21	Dear Pat: My car may be in the garage;	24
	so I will get Jack to bring those boys.	32

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

LINE: 40
SPACING: SINGLE
GOAL: CONTROL ?, Z, Q, AND HYPHEN
STRESS: KEEPING ELBOWS IN

LESSON 10

New Keys

10-A. Type lines 1, 2, 3 twice, both times as evenly and unhesitantly as though keeping time to music.

10-A. Review the keys you know

1 ask lad met sue jam dig rub hog sir boy
2 fog the jet six ice cup gum now via sow
3 Rex Ned Von Kay Alf Joe Con Jan Gay Pam

10-B. The Question Mark is shift of the Diagonal, controlled by Sem-finger. Practice the ;/; and ;?; reaches. Then type lines 4-7 three or more times.

10-B. Practice the ? key

4 ;;; ;/; ;/?; ;??; ;;; ;/; ;/?; ;??; ;?;
5 ;/; ;?; who? who? ;/; ;?; how? how? ;?;
6 ;/; ;?; why? why? ;/; ;?; you? you? ;?;
7 ;?; Who is there? ;?; Will you see? ;?;

10-C. Use A-finger. Try the aza reach (keep F-finger at home; curve A-finger tightly, to make the reach to Z easy). Type lines 8-11 three times, keeping your elbows motionless.

10-C. Practice the Z key

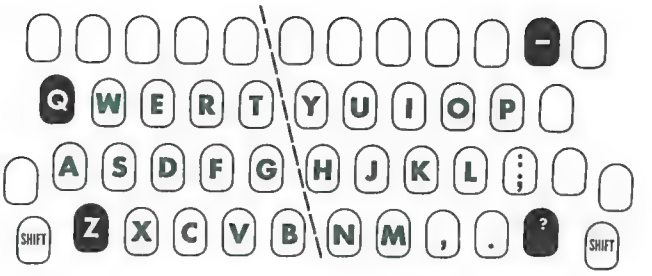
8 aaa aza zzz aaa aza zzz aaa aza zzz aza
9 aza zip zip aza zig zig aza zag zag aza
10 aza zoo zoo aza zed zed aza zee zee aza
11 aza buzzers aza zestful aza dizzily aza

Note in 10-H that Hyphen is typed without a space when used as follows:

(1) To indicate any word division (as in line 21).

(2) To join words in a compound (as in line 22).

(3) To indicate a dash, which is made with two hyphens (as in line 23).



10-D. Type the note twice. GOAL: A copy in 1 minute.

10-D. Measure your progress

WORDS

12 Dear Blaze: Would you and/or Buzz like 8
to hear our new jazz records? Tonight? 16

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

10-E. Check your elbow control

Q: Is it all right to swing out the elbows for keys like Q, -, and Z?

A: No. If you do, your hands will be out of position for striking the next keys. REMEMBER: Keep your elbows in close, hanging loosely by your sides. Keep your shoulders down and your fingers well curved.

10-F. Use Sem finger. Try ;-; reach, keeping the J-finger at home. Your K-L-fingers spread and rock forward as Sem-finger straightens for long reach to Hyphen. Then type lines 13-16 three times each.

10-F. Practice the - (hyphen) key

13 ;;; ;p; ;p–; ;––; ;;; ;p; ;p–; ;––; ;–;
14 ;p– ;–; blue–gray ;p– ;–; one–third ;–;
15 ;p– ;–; one–fifth ;p– ;–; part–time ;–;
16 ;p– ;–; left–hand ;p– ;–; one–sixth ;–;

10-G. Use A-finger. Try the aqa reach (keep your F-finger anchored and lift your D-S-fingers only slightly; A-finger stays curled). Then type lines 17-20 three times each.

10-G. Practice the Q key

17 aaa aqa aqqa aqqa aaa aqa aqqa aqqa aqa
18 aqa aqa quit quit aqa aqa quip quip aqa
19 aqa aqa quiz quiz aqa aqa quay quay aqa
20 aqa quick quickly aqa quiet quietly aqa

10-H. Type each note twice. GOAL: A copy of each note in 1 minute and a copy of any two in 2 minutes.

If time permits, take a 2-minute timing: begin with the first note and type straight through the others as far as you can get in 2 minutes. Proofread your work carefully. Do errors indicate that you need special practice typing?

Double space

10-H. Measure your progress

WORDS

21 Dear Jacqueline: Do you know the equa– 8
tion Mr. Zelt quoted? Is it a new one? 16

22 Dear Zoe: My family is planning for an 24
eight–day trip to Zion Park next month. 32

23 Dear Buzz: Was the quiz––the one about 40
the mazes––very hard? Were you amazed? 48

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

LINE: 40
SPACING: SINGLE
GOAL: STRENGTHEN CONTROL
STRESS: SHARP, BOUNCE-OFF STROKES

LESSON 11

Review

11-A. Type each line twice. Stress sharp, even strokes.

11-A. Review the alphabet keys

1 kit lid mad net vie why yet zoo aim tax
2 bow fit hug icy jig orb pit quo sir use

11-B. Type each line twice, followed by a blank line (return carriage twice).

If you break rhythm, look up, or jam keys on second typing of any line, type that line once more.

Try to maintain a very even, steady pace and to keep your arms and wrists almost motionless—to make reaches FINGER motions, not arm motions.

The dotted lines remind you of the reach-path that you are practicing.

11-B. Build accuracy on reach-stroke words

Downward reaches

3 aza azure aza amaze ;/? ball? ;/? hall?
4 sxs taxes sxs sixes l.l mall. l.l call.
5 dcd coded dcd decoy k,k mask, k,k bank,
6 fvf favor fvf fives jmj major jmj James

Inward reaches

7 fbf abaft fbf fable jnj joins jnj junks
8 fgf fight fgf flags jhj rajah jhj John;
9 ftf after ftf swift jyj delay jyj enjoy

Upward reaches

10 aqa quail aqa quake ;p; prop; ;p; shop;
11 sws sweet sws swipe lol loose lol slope
12 ded deeds ded delay kik skill kik kilts
13 frf fresh frf fruit juj judge juj juror

11-C. Apply the directions given for 11-B, above.

The vertical lines guide your eyes for grouping the words in phrases. Do not pause when you reach any words in phrases; do not pause when you reach any vertical line.

Lines 14-24 are extremely easy, so easy that you run the risk of jamming keys unless you strike them very sharply. If typebars do jam, untangle them very carefully—never yank!

11-C. Build speed on phrase sequences

Twos

14 if he|if he|if he is|if he is|if he is
15 is to|is to|he is to|he is to|he is to
16 to go|to go|is to go|is to go|is to go
17 or do|or do|or do so|or do so|or do so

Threes

18 and for|and for|and for the|and for the
19 got the|got the|and got the|and got the
20 has had|has had|has had the|has had the
21 the man|the man|the man may|the man may

Fours

22 with them|with them both|with them both
23 will have|will have them|will have them
24 came from|came from them|came from them

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

Setting a tab stop:
1. Clear machine.
2. Space in 5 from left margin setting.
3. Press "tab set."
4. Test setting.

Word-count credit: The word counts in this book credit you 1 word (5 strokes) for each of the indentions and each of the EXTRA carriage returns you must make in timings.

11-D. Learn how to indicate a new paragraph

When a paragraph is double spaced, indent the first word 5 spaces. Use the tabulator for this indention. Review (page 7) the steps for using the tabulator mechanism.

When a paragraph is single spaced, precede it with 1 blank line. The first word may be either indented 5 spaces or blocked at the margin.

Summary of possibilities:

```
Dear Mr. Hale:

     I do appreciate very much
your help in tracking down the
list of customers in Iowa.

     If there is ever a chance
that I can repay the favor, do
give me a chance to do so.
```

Double spaced, indented

```
Dear Mr. Hale:

     I do appreciate very much
your help in tracking down the
list of customers in Iowa.

     If there is ever a chance
that I can repay the favor, do
give me a chance to do so.

     I think that your company
will be rather pleased to know
that your bid got our order.
```

Single spaced, indented

```
Dear Mr. Hale:

I do appreciate very much your
help in tracking down the list
of customers in Iowa.

If there is ever a chance that
I can repay the favor, do give
me a chance to do so.

I think that your company will
be rather pleased to know that
your bid got our order.
```

Single spaced, blocked

11-E. Three steps:
1. Measure your skill; type a double-spaced copy and proofread it.
2. Improve your skill: If you made 5 or more errors in 11-E, repeat 11-B once; but if you made 4 or fewer errors, then repeat 11-C once.
3. Test your skill: Retype the letter once. GOAL: A complete copy in 2 minutes or less.

11-E. Boost and measure your progress

WORDS

25 Dear Mr. Jackson: 4

Double space 5→ Our club is quite grateful to you, 12

sir, for what you have done to help us. 20

5→ In the next few days we shall send 28

you a gift, very small in size but very 36

big in what it means. 40

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

LINE: 40
TAB: 5
SPACING: SINGLE
GOAL: REVIEW KEYS; CORRECT WEAKNESSES
STRESS: EYES ON COPY

LESSON 12

Clinic Review

12-A. Type each of these lines twice. Eyes on copy!

12-A. Review the alphabet keys

1 move back quit pond girl waxy fish jazz

2 vows joke foxy quiz calm drab nigh tops

12-B. Measure your skill and then increase it:
1. Using double spacing and tab-5 indention, type and proofread a copy of 12-B. Count your errors.
2. If you make 5 or more errors, type lines 4-12 (page 27) twice each and lines 13-21 once each.
3. If you make 4 or fewer errors, type lines 4-12 (page 27) once each and lines 13-21 twice each.

12-B. Measure your keyboard control

WORDS

3 My dear Mr. Baker: 4

Double space 5→ I had to stop in the office on the 12

sixth floor today; I saw Mr. Jay there. 20

He told me he had changed his mind 28

and does not plan to give a quiz at the 36

end of the course. 40

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

12-C. Using single spacing, type each line twice if you made 5 or more errors in 12-B, but only once if you made 4 or fewer typing errors in 12-B (page 26).

The drills are designed to help you keep your wrists and arms almost motionless (most of the words bring your fingers back to their home-key positions).

Any time you want a drill to sharpen stroking, turn to this page and retype lines 6, 9, and 12.

5 Error in B

4 Error 1 & 2 C D

12-C. Build accuracy on tight motions

4 calls backs chalk flax mass balk baa zag — Rows 1&2

5 glass flask shall slag dash glad ask all — Row 2

6 equal plush yells risk owls wish oil was — Rows 2&3

2 or 1

7 bands smash naval jabs sank ball cad bag — Rows 1&2

8 flags flash halls sash alas gala sag ash — Row 2

9 usual heels pulls talk desk poll rag ail — Rows 2&3

10 lacks gnash banks mask sank labs van bad — Rows 1&2

11 slags slash salad flag lash shag lag has — Row 2

12 toils speak swish rush yolk wail era old — Rows 2&3

12-D. Using single spacing, type each line twice if you made 4 or fewer errors in 12-B, but only once if you made 5 or more errors in 12-B (on page 26).

Do not pause when you come to the vertical lines —they are simply guides to help you read the copy by grouping words for you.

12-D. Build speed on phrase sequences

13 if it|if it|if it is|if it is|if it is — Twos

14 or if|or if|or if it|or if it|or if it

1 or 2

15 if we|if we|if we do|if we do|if we do

16 are not|are not|are not yet|are not yet — Threes

17 ask him|ask him|ask him for|ask him for

18 get the|get the|get the one|get the one

19 they said|they said that|they said that — Fours

20 with this|with this form|with this form

21 they wish|they wish that|they wish that

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

12-E. Set tab stops at the points indicated on the scale; using the tab by touch, type lines 22-23 three times. Don't look up!

12-E. Sharpen proficiency in tab-indenting

3

22 TAB→ You TAB→ You TAB→ You TAB→ You TAB→ You

23 Well Well Well Well Well

30 35 40 45 50 55 60 65 70

35 43 51 59 67

12-F. To measure progress, type 12-F twice. Use a tab-5 indention and double spacing. GOAL: A complete copy in 2 minutes or less, with 4 or fewer errors.

Remember to tab-indent the paragraphs without looking up from the book once.

1 for practice

Double space

1 more

12-F. Measure your progress

WORDS

24 Dear Mr. Lovejoy: — 4

5→ You asked me to try to get you two — 12

tickets for the next World Series. — 19

Well, sir, I was quite lucky. — 26

Two prize seats are yours, back of — 34

third base, for the opener. — 40

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

LINE: 50
TAB: 5
SPACING: SINGLE
GOAL: LEARN TO CENTER HORIZONTALLY
STRESS: TOUCH CONTROL

LESSON

Unit 3. Skill Development

13

Skill Drive

13-A. Type each line twice, as smoothly as you can.

13-A. Review the alphabet keys

2

1 back dent high joke melt hope quiz rust vows foxy
2 Jack Dave Ruth John Mell Hope Quen Russ Vera Ford

13-B. To select practice goals, type and proofread a copy. Use single spacing and a tab-5 indention.

Note that the word count credits you with 1 word (5 strokes) for each extra carriage return (for the blank line before each of the paragraphs) and for each paragraph indention.

13-B. Measure and improve your keyboard control

WORDS

1 copy

3 Jeff King: 2

The next time you are out this way, try to drop in at our plant. 12 17

We are quite worried about our accident rate and hope you will help us look over the hazards to our men. 27 36 40

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

13-C. To boost accuracy, type lines 4-7 three times if you made 5 or more errors in 13-B, but each line twice if you made 4 or fewer errors. Keep your hands from bouncing!

13-C. Build accuracy on one-hand words

3 or 2

4 wade join free milk fact look face hull dare hill
5 fare jump stew link wave pull vase hoop rate pink
6 best mill east pony raft hulk ease puny fast lump
7 date only test pump afar oily fads upon draw poll

13-D. To increase speed, type lines 8-11 three times if you made 4 or fewer errors in 13-B, but each line twice if you made 5 or more errors. Always tap keys sharply, to keep the typebars from jamming.

2 in 13B
2+3 4 13B

13-D. Build speed on alternate-hand words

2 or 3

8 chapel bushel endow angle they lend for the it is
9 profit formal bugle right work duty vow rib or if
10 height dismay their gland than when owl pan do so
11 handle mangle handy giant coal mend lay cut ox of

13-E. To synchronize the capital-shift motions and eliminate "flying caps," type lines 12-13 three or more times each. Increase speed on repetitions.

13-E. Increase efficiency in capitalizing

3

12 Drew Earl Evan Carl Fred June Kirk Lois Jill Lola
13 Cora Dick Bill Rita Anne Paul Jane Hank Nate Irma

13-F. To boost and to measure your skill, type 13-F twice, line for line. GOAL: A complete copy in 2 minutes or less, with 4 or fewer typing errors.

13-F. Measure your progress

WORDS

2
+
1

14 Miss Gray: 2

As soon as you can, please find out for us the exact steps in the new Ozite process. 12 21

What I have read about it seems to show it may be just what we require for our work. 31 40

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

Shortcut to save time in centering the carriage: Before you begin to backspace, set the stop at the centering point; then you can tabulate to that point to center the carriage.

If you correctly center the names in the exercise, the letter B in each name will align vertically.

13-G. Learn to center horizontally

To center words across the page:

1. Set the carriage at the center point of the paper.
2. Find the backspace key in the upper left or right of the keyboard. This key is ordinarily controlled by the nearest little finger; but, *on a manual machine,* it is better to use the *thumb* on the backspace key *when using it for centering.*
3. Say the letters and spaces of the words in pairs, pressing and releasing the backspace key one time after you say each pair of strokes. *Caution:* You will often have a letter left over after calling the pairs; do *not* backspace for this letter.
4. Type the words. They should appear in the middle of the paper.

PRACTICE. Center these names.

Ralph Tolberts
Helen Debolt
Kathryn Robinson
Mary Lee Busch
Joseph F. Bentley
John Thomas Philbertson, Jr.

Check: The letter "B" lines up.

pages 13 & 14 in workbook

LESSON 14

Skill Drive

LINE: 50
TAB: 5 AND CENTER
SPACING: SINGLE
GOAL: LEARN TO CENTER
STRESS: TOUCH CONTROL

14-A. Type each line twice; keep eyes on the copy.

14-A. Review the alphabet keys

1 tab vow lag zip fox ham bed irk joy quo act an so
2 jobs vary zone flax lone milk crew quit digs help

14-B. To define practice goals, type and proofread a copy of this letter.

Note that you must tab twice in succession to reach the center, where you begin the name "Jeff King." The double tab—make it without looking up!—counts as 2 words.

14-B. Measure and improve your keyboard control

		WORDS
3	Mr. Queen:	2
		3
	Thank you for inviting me to stop in at	12
	your plant. I expect to be able to do so on	21
	Monday and will do my best to see what risks	30
	or hazards I can detect.	35
		36
	→TAB →TAB Jeff King	40
	1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9	

14-C. To boost accuracy, type lines 4-7 three times each if you made 5 or more errors in 14-B, but twice each if you made 4 or less typing errors in 14-B.

14-C. Build accuracy on double-letter words

4 grammarian succeeds powwows apples radii burr add
5 assistants quitters vacuums suffer guess ebbs baa
6 bookkeeper withhold flivver jammed dizzy eggs inn
7 staggering possible process supper fluff been odd

14-D. To increase speed, type lines 8-11 three or more times each if you had 4 or fewer errors in 14-B, but twice each if you had 5 or more errors in 14-B.

14-D. Build speed on phrase sequences

8 to see|to see|to see him|to see him|to see him at
9 are you|are you free|are you free|are you free to
10 to show|to show us|show us their|to show us their
11 have been|been able|have been able|have been able
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

14-E. To sharpen your carriage returns, type each word on a separate line; repeat the drill, this time indenting each word 5 spaces. If your machine is manual, type line 13 before line 12.

14-F. To increase and to measure your typing skill, type this letter twice.

GOAL: A complete copy in 2 minutes or less, with 4 or fewer typing errors.

Remember to double-tab to the name of the writer.

14-E. Increase efficiency in returning carriage

12 will bill Jake Joan Mark Kaye Dell Sara Rita They

13 pour miss Dana Walt Bill Ford Miss Jory Mrs. Lane

each word on a line

then repeat each 5 spaces

14-F. Measure your progress

WORDS

14 Mr. Glenn: 2

3

I have been able to make a date for the 12
man from the Ozite firm to show us their new 21
process. Are you free to see him at a quar- 30
ter to four next Monday? 35

36

→TAB →TAB Jane Gray 40

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

14-G. Centering and "all capping" are two display techniques that all typists use. If you type the lines correctly, the letter E will align vertically. Use the tab to recenter the carriage; double space.

14-G. Learn to type all capitals

To type all the letters of a word or group of words in capitals:

1. Press the shift lock. It is above one or both shift keys.
2. Type the word or words.
3. Release the lock by touching the opposite shift key.

CAUTION. Do not forget to release the lock whenever a stroke that cannot be typed in capitals (a hyphen, for example) appears among the capitalized letters. Why?

PRACTICE. Center horizontally:

A Report by Earl Carr on the
OZITE PROCESS
Newly Developed by the
OZITE–PARKER CORPORATION
of Cleveland, Ohio

LINE: 50
TAB: 5 AND CENTER
SPACING: SINGLE
GOAL: IMPROVE SKILL AND CENTERING
STRESS: TOUCH CONTROL

LESSON 15

Skill Drive

15-A. Each line twice, with almost perfect rhythm.

15-A. Review the alphabet keys

1 ply jam keg cot big her fox sat zoo que vied know

2 many spur wove back quit hazy deft exit high jolt

15-B. To pinpoint your practice goals, type and proofread a copy of 15-B.

Remember to double-tab to the signature position.

If you do complete this letter in 2 minutes, what is your average speed?

15-B. Measure and improve your keyboard control

WORDS

3 Dear Dean Case: 3

4

I wish to express my thanks now for the 13
time you gave me on Thursday. I realize how 22
busy you are, sir; and I am grateful for the 31
quarter hour that you gave me. 37

38

Jay White 42

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

15-C. To strengthen your accuracy, type lines 4-7 three times if you made 5 or more errors in 15-B, but twice each if you made 4 or fewer mistakes.

15-C. Build accuracy on double-reach words

4 gr groan grown growl grope grape grade graze gray
5 hu hurry hurts hubby hush, hunts hulks human hull
6 rt smart heart chart start quart darts apart cart
7 my enemy hammy Sammy dummy rummy gummy tummy army

15-D. To speed up your key stroking, type lines 8-11 twice each if you made 5 or more errors in 15-B, but three times if you made 4 or fewer typing errors.

15-D. Build speed on rock-reach words

8 at plate crate orate float that flat neat pat hat
9 ly dully fully sully silly July only lily sly fly
10 ag again snags flags stage cage crag slag jag lag
11 py happy nippy wispy pylon copy pyro pyre pyx spy

15-E. To develop sharper space-bar strokes, type lines 12-14 three times—once very slowly and then twice more, to pick up a faster and faster stroke.

15-E. Increase efficiency in using space bar

12 b c d e f g h i j k l m n o p q r s t u v w x y z
13 We are to go to the shop as soon as we can do so.
14 He tried . . . tried very hard . . . but he lost.

15-F. To increase and to measure your skill, type this letter twice. GOAL: A copy in 2 minutes or less, with 4 or fewer errors.

15-F. Measure your progress

	WORDS
15 Dear Vic:	2
	3
Our group will meet at a quarter to six	12
on Monday to plan the kind and size of proj-	21
ect the club will do this year. I hope that	30
you will plan to be there with us.	37
	38
Bob Grant	42

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

15-G. There are 11 x 6 = 66 lines on a full sheet of paper. There are 33 lines on a half sheet.

15-G. Learn to center vertically

If you have not already done so, study the section on "Vertical Spacing" on page 8.

PROBLEMS. On what line of a *full* page of paper would you begin typing to center: (*a*) 26 single-spaced lines? (*b*) 25 single-spaced lines? (*c*) 12 double-spaced lines?

On what line of a *half* page would you begin typing to center: (*d*) 21 single-spaced lines? (*e*) 18 single-spaced lines? (*f*) 12 double-spaced lines? (*g*) 8 triple-spaced lines?

PRACTICE. Center this display on a half sheet of paper. Center each line horizontally. Use double spacing.

"CENTER" CHECK: To see whether you correctly center the work vertically, fold the paper, top to bottom, and make a crease across the center. The crease should come close to the point indicated by the arrow. Does it?

16 The Next Meeting of
17 THE WOODLAWN BUSINESS CLUB
18 Will Be Held
CENTER→
19 OCTOBER SIX :: THREE-THIRTY :: ROOM NINE
20 Members Only

LINE: 50
TAB: CENTER
SPACING: SINGLE
GOAL: EXTEND CENTERING SKILL
STRESS: TOUCH CONTROL

LESSON
16

Skill Drive

16-A. Type each line twice; use very sharp strokes.

16-A. Review the alphabet keys

1 the lap vex bag ask wig car jet qua fed zoo no my
2 silk whim quiz five lock jade oxen cafe type brig

16-B. To target practice goals, type and proofread a copy on a 40-space line.

16-B. Measure and improve your keyboard control

WORDS

3 CARL VANCE 6

will explain the unique new Ozite chalk 15
process in the Board Room at three next 23
Friday. All those who wish to hear his 31
talk are free to plan to do so. 37

TAB→ Kane Glenn, Jr. 42

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

16-C-D. To reinforce skill, type lines 4-7 three times each and lines 8-11 twice each if you made 5 or more errors in 16-B; but if you made 4 or fewer errors, then type lines 4-7 twice each and lines 8-11 three times each. Eyes on copy!

16-C. Build accuracy on double-stroke words

4 sw sweep sweet sweat swear swap swat swab swim sw
5 lo loose lords longs lower loaf load lore love lo
6 de delay demon dense delve deny desk deal dent de
7 ki kinds kilts kitty kings kits kite kick kiln ki

16-D. Build speed on alternate-hand words

8 such they hand half soap held mane naps dusk amen
9 firm clan diem when pair with down roam curl girl
10 rich hang clay wish paid lake land fork fuel make
11 duty coal clam disk fish cork dock flap duel cozy

16-E. To improve your touch control of the shift lock and release, type lines 12-13 three times.

16-E. Increase efficiency in using the shift lock

12 The TWO men from HILL-AGE want two MORE meetings.
13 Get ANOTHER jar of HI-SPEED, the SHINE-UP powder.

16-F. To improve and to measure your skill, type two copies on a 40-space line. GOAL: A complete copy in 2 minutes (start with carriage centered) with 4 or fewer mistakes.

Remember to tab-indent to the center to position the name of the writer.

16-F. Measure your progress

WORDS

14 WE REGRET 6

to tell you that Carl Vance was injured 15
quite badly when a box of Ozite blew up 23
in his car en route to see us. We will 31
not plan a new meeting date. 37

TAB→ Kane Glenn, Jr. 42

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

IDEA: To save time and paper, crease a sheet of paper across the center, side to side. Type Practice 1 on the top half of one side, for practice in centering on half sheets; and type Practice 2 on the opposite full side, for practice in centering on a full sheet of paper.

In Practice 2, remember to count 1 blank line between the double-spaced lines.

16-G. Learn to center paragraph copy

Announcements to be circulated among a staff or posted on a bulletin board are usually centered both vertically *and* horizontally.

1. *Vertical centering* is by steps you know: (*a*) Count the lines the display will fill, (*b*) subtract them from the lines available on the paper, and (*c*) split the difference. To center the single-spaced display in 16-F on a half sheet, for example: $33-8=25$; and $25\div2=12\frac{1}{2}$, or 13, the line where typing begins.

2. *Horizontal centering:* To determine where to set the left margin stop, select an average-length line and backspace from the middle of the paper enough to center that line.

PRACTICE 1. Center on a *half* sheet the announcement in 16-B. Use *single* spacing. Leave 1 blank line before and after the body of the display.

PRACTICE 2. Center on a *full* sheet the announcement in 16-F. Use *double* spacing. Leave 2 blank lines before and after the body of the display.

LINE: 50
TAB: CENTER
SPACING: SINGLE
GOAL: EXTEND SKILL
STRESS: ARM CONTROL

LESSON

17

Skill Drive

17-A. Type lines 1 and 2 twice, with smooth-as-music rhythm each time.

17-A. Review the alphabet keys

1 joy irk quo ham bed lag fox zip vow bat act no so
2 zone vary jobs help quit digs crew milk lone flax

17-B. To increase skill and to target your practice goals, type and proofread a copy of this letter. Try to finish it in 2 minutes.

17-B. Measure and improve your keyboard control

		WORDS
3	Dear Mr. Vance:	3
		4
	We are glad to learn that you have recovered	13
	from the explosion and will be in to see us.	22
	However, our interest in Ozite cannot be re-	31
	vived by all the eloquence in the world.	39
		40
	TAB→ Kane Glenn, Jr.	44
	1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9	

17-C. Boost your accuracy by typing lines 4-7 three times each if you made 5 or more errors in 17-B or twice each if you made only 4 or fewer errors.

17-C. Build accuracy on outside reaches

4 az blaze amaze craze fazed lazy daze gaze haze az
5 l; nail; bail; fail; mail; ail; oil; ill; all; l;
6 qa quart quack quail quake quay quad aqua Iraq qa
7 op opera opens chops slope hope mope stop shop op

17-D. Increase speed by typing lines 8-11 three times each if you made 4 or fewer errors in 17-B or twice each if you made 5 or more typing errors.

17-D. Build speed on different phrase rhythms

8 he did|he and|he put|he may|he saw|he got|he told
9 can he|may he|and he|for he|did he|say he|for him
10 he will|he says|he gave|he said|he took|he is the
11 when he|that he|wish he|sure he|then he|for he is

17-E. To increase your concentration power: Omitting the word "no" wherever it occurs, type each line twice. All lines should end up at exactly the same point.

17-E. Increase attention by a concentration drill

12 is if it in no at ax as am ah aw ad no by my me no
13 pa ma ha no ok oh or ow ox of on no el em et en no
14 be me he we re no us up pi no do so lo ho go to no

17-F. To encourage and to measure your skill, type this letter twice. GOAL: A complete copy in 2 minutes or less, with 4 or fewer typing errors in your copy.

17-F. Measure your progress

		WORDS
15	Dear Mr. Vance:	3
		4
	I admit that I am quite impressed by the way	13
	you refuse to give up on Ozite. You are one	22
	exceptional salesman. How would you like to	31
	join OUR staff and sell OUR products?	39
		40
	Kane Glenn, Jr.	44

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

Centering a block of lines is much like centering a paragraph. The difference:

To center a block, you center the longest line in the block; but to center a paragraph, you center the average full line instead of the longest line. The difference may matter.

Could each line in a list be centered individually? Yes, but doing so takes about three times as long as it does to block-center the same group of lines.

17-G. Learn to block-center a group of lines

When several lines or words are to be listed, center them as a block: (*a*) Pick the longest item; (*b*) backspace to center that item and set the margin stop at the point to which you backspace; and (*c*) type the list, with each word beginning at the margin stop.

PRACTICE 1. Block-center the adjacent display on a half sheet of paper. Use single spacing. Leave 2 blank lines below the title.

PRACTICE 2. Block-center the adjacent display on a full sheet of paper. Use double spacing. Leave 2 blank lines below the title.

METHODS OF DISPLAY TYPING

Aligning
Block Centering
Blocking
Capitalizing
Extra Spacing
Horizontal Centering
Indenting
Pivoting
Spread Centering
Typing All Capitals
Underscoring

LINE: 50
TAB: 5 AND CENTER
SPACING: SINGLE
GOAL: INCREASE SKILL
STRESS: TOUCH CONTROL

LESSON 18

Skill Drive

18-A. Type lines 1-3 two times, as smoothly as you can each time. Set a good pace on easy line 1; then try to sustain it on the harder lines that follow.

18-A. Review the alphabet keys

1 pox him beg jot zip via sin ask fed cry qua lo we
2 part view frog next dime just quit cabs yolk haze
3 Quickly pick up the box with five dozen gum jars.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

18-B. To define practice goals, type and proofread a copy. Remember to tab once for the paragraph indentation and twice for the writer's signature.

18-B. Measure and improve your keyboard control

WORDS

4 Dear Miss Queen:

3

4

It was kind of you to correct the index 13
to our club handbook for us. The job needed 22
to be done. All the men realize what a fine 31
task you did and are very grateful. 38

39

Paul J. West 44

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

18-C. To boost accuracy, type lines 5-8 three times each if you made 5 or more errors in 18-B, but only twice each if you made 4 or fewer errors in 18-B.

18-C. Build accuracy on alphabetic word lines

5 five high worm quid back lazy boys axle join port
6 mink dove taxi jump bowl size figs hour quit clay
7 silk daze hymn upon text rave flag wick aqua jobs
8 band gave rest quip lazy joke from axis what race

18-D. To boost your speed, type lines 9-12 three times each if you made 4 or less errors in 18-B, but twice each if you made 5 or more typing errors in 18-B.

18-D. Build speed on alternate-hand words

9 work such them city dial hand pans maid held pays
10 both than make with keys duel soap form half dusk
11 when mane town maps form lake roam dorm lamb then
12 down firm turn duty auto wish goal paid half rush

18-E. To improve your control of the hyphen, type lines 13 and 14 two times each—by touch!

18-E. Increase efficiency in the hyphen reach

13 The blue-green mat is the most up-to-date design.
14 The shadow--that of a man, I believe--faded away.

18-F. To increase and to measure your skill, type this note twice. GOAL: A complete copy, with 4 or fewer errors, in 2 minutes or less. How many times will you use the tab?

18-F. Measure your progress

WORDS

15 Dear Miss Queen:

3

4

The men in the club believe they should 13
extend more than just thanks to you for fix- 22
ing the index for us. So, by way of a bonus 31
prize, a little gift is on its way. 38

39

Paul J. West 44

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

The shortcut method of centering works because it is really the same as the regular method—except for saying "space" after each letter (or space between the words) to make a pair of strokes for which you then backspace one time. If you do the practice exercises correctly, the letter E aligns vertically.

18-G. Learn to center spread-out words

To spread words for extra display impact, leave 1 space between letters and 3 spaces between words. To center a spread line, use the standard backspace-centering method (13-G) *or use this shortcut:* From the center, backspace once for each space *except the last* that the line would occupy if it were *not* spread out.

PRACTICE 1. Using the standard method, spread-center these lines.

PRACTICE 2. Using the shortcut method, spread-center these lines.

A T T E N T I O N
S P E C I A L
S U P P E R M E N U
T H E E N D

1 space between letters
3 space between words

LINE: 50
SPACING: SINGLE
GOAL: CONTROL 1, 2, 3, AND 4
STRESS: ANCHOR KEYS

Unit 4. The Number Keys

LESSON 19

Number Keys

Some machines have a "1" key on the top row, which is controlled by A-finger.

On other typewriters, the small letter L is used as the "1" and is controlled by L-finger, of course.

19-A. Type each line twice. Set a fast pace on line 1; hold the pace on line 2.

19-A. Review the alphabet keys

1 Few men can say the lazy boy can run his car far.
2 John will keep the six dogs very quiet this week.

19-B. If you have a 1 key on your machine, control it with A-finger (keep F-finger anchored). If not, use the small letter L as the 1. Type lines 3-5 three or more times each.

19-B. Practice the 1 key

3 aqla aqla alla alla alal alal all 111 and 111,111
4 11 arts 11 axes 11 aims 11 alms 11 aces 1.11 1:11
5 We need 11 pairs of size 11 shoes for the 11 men.

19-C. Use S-finger. Try the sw2s reach (keep your F-finger at home). Type lines 6-8 three times.

19-C. Practice the 2 key

6 sw2s sw2s s22s s22s s2s2 s2s2 all 222 and 112,122
7 22 sons 22 sums 22 seas 22 sips 22 suns 2.22 2:22
8 The 12 men and the 22 boys played 122 full games.

19-D. Type lines 9-10 two times. GOAL: A complete copy of both lines in 1 minute, with eyes kept on copy and with no errors.

19-D. Measure your progress

9 Of the 122 who paid, only 11 or 12 were children.
10 About 112 caught the 12:12 train on Track No. 21.

.1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

19-E. Use D-finger. Try the de3d reach (keep your A- or F-finger at home—which is easier?). Type lines 11-13 three times.

19-E. Practice the 3 key

11 de3d de3d d33d d33d d3d3 d3d3 all 333 and 123,123
12 33 dads 33 dips 33 dues 33 dots 33 dogs 3.13 3:13
13 Did the 3 men catch 31 or 33 fish in the 13 days?

19-F. Use F-finger. Try the fr4f reach (keep your A-finger at home). Type lines 14-16 three times.

19-F. Practice the 4 key

14 fr4f fr4f f44f f44f f4f4 f4f4 all 444 and 123,441
15 44 furs 44 fins 44 fish 44 fell 44 flew 4.14 4:14
16 The 44 boys lost only 14 of their 144 golf games.

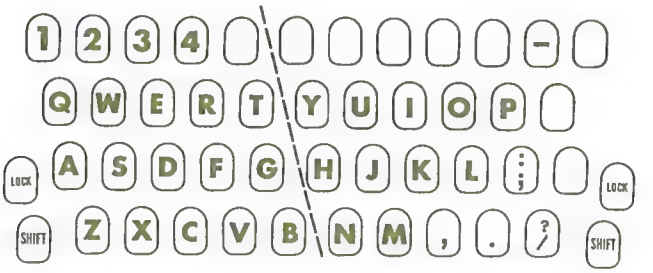
19-G. With machine set for double spacing, type each of the lines twice. GOAL: To retype all lines once each in 2 minutes or less, with 4 or fewer errors, and without looking up.

19-G. Measure your progress

17 1. Of the 43 persons attending, 34 placed orders.
18 2. The orders of the 34 came to about 112 pounds.
19 3. Of the 34 persons, 12 ordered 2 or more boxes.
20 4. About 12 of the 34 asked us to ship the candy.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

LINE: 50
TAB: 5 AND CENTER
SPACING: SINGLE
GOAL: INCREASE CONTROL OF 1, 2, 3, AND 4
STRESS: TOUCH CONTROL



LESSON

20

Number Review

20-A. Type lines 1-3 two times; then repeat line 3 until you can type it without pausing once.

20-A. Review the keys you know

1 Joe and the six new men may now quit for the day.
2 Eve will come back when they play that maze game.
3 To get 111, add up 1 and 11 and 22 and 33 and 44.

20-B. To improve and test your control of numbers you now know, type a copy, line for line and double spaced, and proofread it.

Use the tab for indenting and positioning the name of the writer. Remember: each use of the tabulator is counted as 1 word.

20-B. Measure and improve your keyboard control

WORDS

4 Dear Mr. Quigley: 4

If we could get the six crews in train- 13
ing by May 3 or 4 instead of June 1 or 2, we 22
might have a chance to take first prize this 31
year. Does May 3 or 4 seem to be too early? 40

Ed Steele 44

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

20-C-D-E. To improve skill, type lines 5-13 (continuing on page 38) twice each.

Then repeat twice more each one of the following:

(a) Lines 5-7 if you made any number error in 20-B.

(b) Lines 8-10 if you made more than 4 errors in 20-B.

(c) Lines 11-13 if you made no figure errors and had 4 or fewer errors in 20-B.

20-C. Build accuracy on the number keys

5 May 11 and 12, May 12 and 13, then May 13 and 14.
6 May 21 and 22, May 22 and 23, then May 23 and 24.
7 May 11 and 22, May 12 and 23, then May 13 and 24.

20-D. Build accuracy on the alphabet keys

8 prize might quite jury deft loan back fix saw eve
9 exact dozen quart evil upon whom jack say beg fun
10 every seize equip echo bang next walk job mud for

20-E. Note directions on page 37. Try to hold your typing at a steady pace, though words get longer.

20-E. Build speed on alternate-hand words

11 it for map fuel they pane wish forms panel chapel
12 of aid but also body form hand spend works visual
13 by men she paid vial then odor visit handy usurps

20-F. To bolster and to measure your typing skill (on numbers particularly), type the letter twice, line for line and double spaced. GOAL: A complete copy in 2 minutes or less, with 4 or fewer errors.

20-F. Measure your progress

		WORDS
14	Dear Ed:	2
	I think that May 3 or 4 is a bit early,	11
	but perhaps the six crews could begin indoor	20
	work then and strike the water about May 21,	29
	22, or 23. The prize idea sounds very good.	38
	J. Fred Quigley	43

LINE: 50
TAB: 5 AND CENTER
SPACING: SINGLE
GOAL: CONTROL 7, 8, 9, AND 0
STRESS: TOUCH CONTROL

LESSON 21

Number Keys

21-A. Type lines twice; speed up on second copy.

21-A. Review the keys you know

1 Zoe can pay you the new tax but may ask for help.
2 Only four boys got done when Joel gave that quiz.
3 To get 123, add up 1 and 44 and 23 and 34 and 21.

21-B. Use J-finger. Try the ju7j reach (L-Sem-fingers anchored); type lines 4-6 three times. Note use of / in making a fraction (in line 5).

21-B. Practice the 7 key

4 ju7j ju7j j77j j77j j7j7 j7j7 you 777 for 123,477
5 77 jugs 77 jars 77 jigs 77 jets 77 jogs 7/17 7:17
6 On June 7, the 7 men left Camp 7 on the 7:17 bus.

21-C. Use K-finger. Try the ki8k reach (with Sem-finger anchored); type lines 7-9 three times. Note no space after the period between small-letter initials (in line 9).

21-C. Practice the 8 key

7 ki8k ki8k k88k k88k k8k8 k8k8 irk 888 for 123,478
8 88 kits 88 keys 88 kids 88 inks 88 inns 8/18 8:18
9 Train No. 188 departs at 11:18 a.m. or 12:18 p.m.

21-D. Type each line twice. GOAL: A complete copy of both lines in 1 minute or less, without looking up.

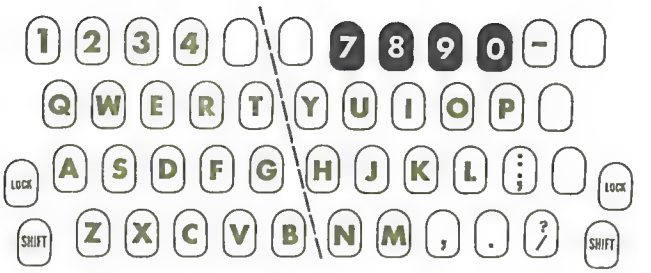
21-D. Measure your progress

10 Of the 178 who paid, only 37 or 38 were children.
11 About 187 caught the 12:47 train on Track No. 18.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

IN ABBREVIATIONS: No space after the period between small letters: a.m., p.m., c.o.d., f.o.b., etc.

One space after the period between capital letters: A. M., P. M., U. S. A., etc.



21-E. Use L-finger. Try the lo9l reach (keep the J-finger anchored). Type lines 12-14 three times. In line 13, note use of / in making a fraction.

21-E. Practice the 9 key

12 lo9l lo9l 1991 1991 1919 1919 all 999 for 234,789
13 99 lots 99 lids 99 laws 99 logs 99 less 9/19 9:19
14 In 1919, there were 199 men in each of 19 lodges.

21-F. Use Sem-finger. Try the ;p0; reach (J-finger anchored). Type lines 15-17 three times each. In line 17, note spacing between capital letters.

21-F. Practice the 0 key

15 ;p0; ;p0; ;00; ;00; ;0;0 ;0;0 dip 000 for 347,890
16 10 pegs 10 pins 10 play 10 paid 10 push 1/10 1:10
17 Meet them at 10:00 A. M. or 1:00 P. M. for lunch.

21-G. To increase and to measure your skill (on the numbers particularly), type the letter twice, line for line and double spaced. GOAL: A complete copy in 2 minutes or less, with 4 or fewer errors.

21-G. Measure your progress

WORDS

18 Dear Mr. Quigley: 4

I have arranged for the six crews to do 13
indoor drills from May 4 until May 17 or 18, 22
with May 19 or 20 for hitting the lake; they 31
will be ready for the prize meet on July 23. 40

Ed Steele 44

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

21-H. This assignment is optional but worth doing, for it reviews four things that are required in the test on pages 44 and 45:

(1) Spread centering.
(2) Horizontal centering.
(3) Vertical centering.
(4) Block centering (if you are wise and do not center names individually).

Center this announcement on a half sheet of paper; use single spacing. Leave 2 blank lines under the all-capitals title.

21-H. Optional review of centering

19 A N N O U N C E M E N T ↓3

The Annual Banquet of The Business Club
will be held on December 10 at 7:00 p.m.
in the Silver Room of the Hotel Statler.

Tickets are four dollars each and may be
CENTER→ obtained from these committee members:

John King, Chairman
Maxwell Gilbert
Holly Anne Parker

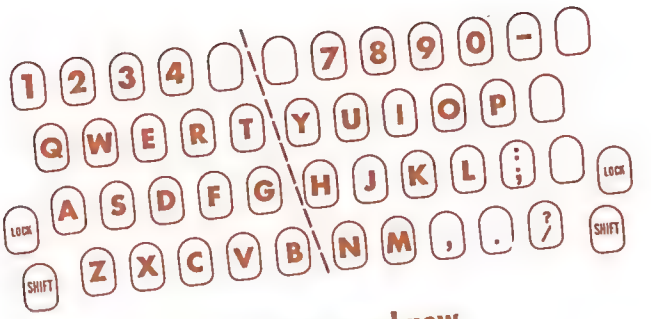
Reservations should be made on or before
November 24. Members are urged to make
their reservations as early as possible.

LINE: 50
TAB: 5 AND CENTER
SPACING: SINGLE
GOAL: INCREASE CONTROL OF 7, 8, 9, AND 0
STRESS: TOUCH CONTROL; CORRECT POSTURE

LESSON

22

Number Review



22-A. Review the keys you know

22-A. Type each line twice; then repeat once more if you break rhythm on any line. Sitting properly?

Mel and his boy may get our back pay for one day.
That next quiz will have just five more new jobs.
The 23 men and 40 boys ate 90 apples and 78 pies.

22-B. Measure and improve your keyboard control

WORDS

22-B. To inventory your controls (particularly of numbers), type a double-spaced copy; proofread it.

Before starting, locate the three points where you use the tabulator—by touch!

Double

Dear Jim: 2

It may be November 27 or 28 before I am 11
sure of the exact number of dinners to order 20
for the banquet. The size of the group will 29
be between 190 and 200, I believe, as it was 38
last year. 40
John King 44

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

22-C. Build accuracy on the number keys

22-C-D-E. To improve skill, type lines 5-16 twice each. Then repeat twice more one of the following:

(a) Lines 5-7 if you made any figure error in 22-B.

(b) Lines 8-11 if you made more than 4 errors in 22-B.

(c) Lines 12-16 if you made no figure errors and had 4 or fewer errors in 22-B.

November 27, 28, 29, or 30 and December 13 or 14.
Look for Invoices No. 3900, 3977, 3988, and 3999.
We must read pages 171–178, 181–189, and 191–200.

22-D. Build accuracy on one-hand words

aware imply extra holy acre loom case hip bad ill
great union trade polo gave kink save joy car you
refer knoll after milk draw only safe non age mum
grade jolly exact upon area join data ink tax him

22-E. Build speed on alternate-hand words

Do you find it difficult to concentrate? Then, try this: Retype lines 12-16, typing the words in reverse order —last word, next-to-last, etc. Makes you alert!

an cot due city form gown idle their firms social
is fit got keys mane risk work goals audit profit
us hem bit yams duty fuel sign fight usual bushel
do jam key busy with down them gowns widow formal
if own sue born span diem town theme shame lament

40

22-F. To increase and to measure your skill, type this letter twice. GOAL: A copy in 2 minutes, with 4 or fewer typing errors. It is permissible to practice any troublesome words between timings.

22-F. Measure your progress

WORDS

18 Dear John:

2

Mr. Blazer tells me that we can have up to December 7 for an exact count on the banquet, with final figures on December 8. Can we, I hope, push sales over the 200 mark to, say, about 210?

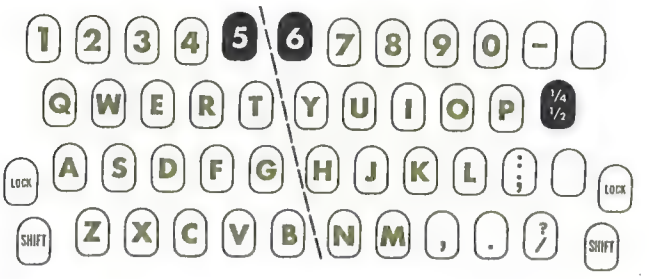
11 20 29 38 41

Jim

44

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

LINE: 50
SPACING: SINGLE
GOAL: CONTROL ½, ¼, 5, AND 6
STRESS: TOUCH CONTROL



LESSON 23

Number Keys

23-A. Type each line twice; then repeat once more if you falter (break rhythm, lose place in copy, stall) in the second typing.

23-A. Review the keys you know

1 Max did not run for our team but did get his cup.
2 Jack told them that your last quiz was very hard.
3 Adding 13 and 43 and 10 and 78 and 90 totals 234.

*23-B. Use Sem-finger. Try the ;½; reach (with your J-finger anchored and the other fingers spreading). Type lines 4-6 three times.

23-B. Practice the ½ key

4 ;½½; ;½½; ;½;½ ;½;½ ½ pay; ½ mile; ½ hour; ½ week
5 Yes, 4 is ½ of 8, 4½ is ½ of 9, and 7 is ½ of 14.
6 He worked 10½ hours in May and 11½ hours in June.

*23-C. The ¼ is shift of ½ and is controlled by Sem-finger. Try the ;½ ¼; reach. Then type lines 7-9 three times, steadily not rapidly.

23-C. Practice the ¼ key

7 ;¼¼; ;¼¼; ;¼;¼ ;¼;¼ ¼ pay; ¼ mile; ¼ hour; ¼ week
8 Yes, 2 is ¼ of 8, 2¼ is ¼ of 9, and 7 is ¼ of 28.
9 We gave ½ to him and ¼ to her; I got the other ¼.

*23-D. Type the sentences twice each—once straight through and once with this GOAL: To finish each of the sentences in 1 minute, with no number errors.

*NOTE: If your machine does not have a ½-¼ key, you must construct the fractions (see note at top of page 42).

23-D. Measure your progress

10 Please order 10 more of size 10½, 28 more of size 28½, 39 more of size 39½, and 4 more of size 47½.
11 Then ask for 10 more of size 10¼, 28 more of size 28¼, 39 more of size 39¼, and 7 more of size 47¼.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

NOTE in line 14: In a mixed number, leave 1 space between the whole number and the fraction when the fraction is made with a diagonal. If one fraction must be made with a diagonal, use a diagonal with all fractions that are in the same sentence.

23-E. Practice the 5 key

23-E. Use F-finger. Try the f5f reach (with the A-finger anchored); type lines 12-14 three times. See note above concerning fractions in line 14.

12 f55f f55f f5f5 f5f5 5 falls 5 fires 5 folks 5 red
13 55 fell 55 find 55 fewer 55 fix 55 fuss 5/55 5:55
14 The answer to No. 155 is either 55 1/2 or 55 2/5.

23-F. Practice the 6 key

23-F. Use J-finger. Try the jy6j reach (with Sem-finger at home); then type lines 15-17 three times. Can you make reach to 6 without moving your arm?

15 jy6j jy6j j66j j6j6 6 jays 6 jumps 6 jugs 6 jades
16 66 join 66 jump 66 more 66 must 66 have 1/66 1:16
17 We shall need 36 pencils or 6 pens for the 6 men.

23-G. Measure your progress

23-G. Type a complete copy with this GOAL: To finish in 2 minutes or less, with no number errors and not more than 4 other errors. Then center a copy on a half sheet of paper.

NOTE: When you type any enumeration, the periods after the numbers must line up. The typist must remember to check whether the enumeration includes two-digit numbers; if it does, one-digit numbers must be indented 1 space.

To align the periods, space in once before typing numbers 1 through 9.

		WORDS
18	WAYS TO DISPLAY TYPING	5
	1. Aligning	8
	2. Block Centering	12
	3. Blocking	15
	4. Capitalizing	18
	5. Extra Spacing	22
	6. Horizontal Centering	27
	7. Indenting	30
	8. Pivoting	32
	9. Spread Centering	36
	10. Typing All Capitals	41
	11. Underscoring	44

full sheet
longest line
2 spaces between period & word

LINE: 50
TAB: 5 AND CENTER
SPACING: SINGLE
GOAL: INCREASE NUMBER CONTROL
STRESS: KEY-STROKE PRECISION

LESSON 24

Number Review

24-A. Review the keys you know

24-A. Type each line twice. You should easily finish each line in ½ minute.

1 She may quit her job the day you get her new car.
2 Buzz will pack your five bags when her taxi goes.
3 I dialed rooms 10, 28, and 39; he rang 47 and 56.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

24-B. To define practice goals, type and proofread a double-spaced copy. See whether you can complete it in 2 minutes or less.

24-B. Measure and improve your keyboard control

WORDS

4 Dear Jim: 2

As of December 3, our ticket sales come 11
to 187. Holly Anne has 14 or 15 requests on 20
hand, and Max has 6 or 7 more. These add up 29
to 207 or 209. The 210 victory goal will be 38
realized. 40

John King 44

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

24-C-D-E. To reinforce your skill, type lines 5-13 twice each; repeat twice more each one (or more) of the following:

(a) Lines 5-7 if you made any figure error in 24-B.

(b) Lines 8-10, if you made more than 4 errors in 24-B.

(c) Lines 11-13 if you made no figure errors and had 4 or fewer errors in 24-B.

24-C. Build accuracy on the number keys

5 The total of 10, 28, 39, 47, and 56 is about 180.
6 Now, please total 10 and 28 and 39 and 47 and 56.
7 The sum of 10, 28, 39, 47, and 56 is exactly 180.

24-D. Build accuracy on alphabetic word lines

8 only view drag back taxi jump left helm size quip
9 hazy quit junk very flax grab clip spot weed mane
10 next bowl limp zero vice hunk good quay from just

24-E. Build speed on fluent, rhythmic phrases

11 have firm|goal will|for you|add our|as of|up to a
12 sure wish|make this|and has|did you|or if|to be a
13 have sold|when they|ask the|you get|if it|is to a

24-F. To increase and to measure your skill, type this letter twice—double spaced. Do not look up as you type it. GOAL: A copy in 2 minutes or less, with 4 or fewer typing errors.

24-F. Measure your progress

WORDS

14 Dear Jim: 2

We have sold 194 tickets and have firm, 11
extra requests for 15, to total 209. I sure 20
wish we could tell Mr. Blazer to make up the 29
210 you wished. Say, Chum, did you get YOUR 38
tickets? 40

John King 44

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

24-G. Center a double-spaced copy vertically and horizontally on a half sheet of paper. Line 15 is to be spread. Use this year's date, not 196-.

24-G. Review centering

15 ADMIT ONE
16 To the Annual Banquet of
17 THE BUSINESS CLUB
18 December 10, 196-, at 7:00 p.m.
19 SILVER ROOM : : HOTEL STATLER

Test 1-A
2-MINUTE WRITING ON PARAGRAPHS
Paper: workbook page 44, or plain
Line: 50
Tab: 5
Spacing: double
Start: machine set; carriage at margin
Grade: box below
SI: 1.19—easy

LESSON 25

Progress Test on Part One

Test 1

The group of us stood by the small twig fire 10
and wished we could be dry, even if just for five 20
minutes. Max pushed a wet stick into the flames; 30
it squeaked and sizzled and then started smoking. 40

With a yell of dismay, we jumped back from a 50
gust of smoke. Max stood there, quietly laughing 60
at us. I looked at the heavy clouds; they seemed 70
to promise that the drizzle would last all night. 80

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

2-MINUTE SPEED WITHIN 4 ERRORS*
40-up wam ..... A
35-39 wam ..... B
25-34 wam C
20-24 wam ..... D
* If more than 4 errors are made, compute the speed on what is typed before the fifth error.

Test 1-B
2-MINUTE WRITING ON AN ENUMERATION
Paper: workbook page 44, or plain
Line: 50
Tab: 5, center
Spacing: double
Start: machine set; carriage at margin
Grade: box above
SI: 1.31—fairly easy

Dear Jim: 2

Now that the banquet is all over and all the 12
money is in, let me report: 18

1. Max Gilbert sold 87 tickets. 26

2. Holly Anne Parker sold 56 tickets. 34

3. I sold 76 tickets, including the one that 44
you almost forgot to buy. 50

4. Altogether we sold 219 tickets. 58

I am sure that you take as much pride in the 68
record we set as my committee does. 76

John King 80

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

If preferred, Tests 1-B, 1-C, and 1-D may each be centered on a page (time: 10 minutes each) and then checked for penalties (Penalty Scale); the total penalty then graded on the Grading Scale.

PENALTY SCALE

—3 for each major error (top margin, line length, line-spacing, general correctness of form, etc.)
—2 for each minor error (blocking, aligning, centering, indenting, etc., of individual parts of the job)
—1 for each typographical error

GRADING SCALE

0-1 PENALTY	A
2-3 PENALTY	B
4-6 PENALTY	C
7-8 PENALTY	D

Test 1-C

2-MINUTE WRITING, GROUP CENTERING
Paper: workbook page 22; or plain
Line: clear out
Tab: center
Spacing: single
Start: carriage centered
Grade: box below
SI: 1.65—difficult

2-MINUTE SPEED WITHIN 4 ERRORS*

40-up wam	A
35-39 wam	B
25-34 wam	C
20-24 wam	D

* If more than 4 errors are made, compute the speed on what is typed before the fifth error.

TYPEWRITING DISPLAY TECHNIQUES 18

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

19

1 2 3 4 5 6 7 20

1. Align lines 33
2. Block lines 36
3. Capitalize words 40 15
4. Center a group of lines 46
5. Center horizontally 51 (CENTER→)
6. Center vertically 55
7. Indent paragraphs 59
8. Pivot from margin 64
9. Spread and center 68
10. Type in all capitals 73
11. Underscore 76
12. Use extra spacings 81

Test 1-D

2-MINUTE WRITING, LINE CENTERING
Paper: workbook page 22; or plain
Line: clear out
Tab: center (for recentering carriage for each line)
Spacing: double
Centering: each line separately
Start: carriage centered
Grade: box above
SI: 1.67—difficult

TRAINEES 5

6

Richard I. Edwards 18
5 9

Alvin Dwight Smith 30
5

Quintin Dark 38
4

Aloysius Witt 47 (CENTER→)
4

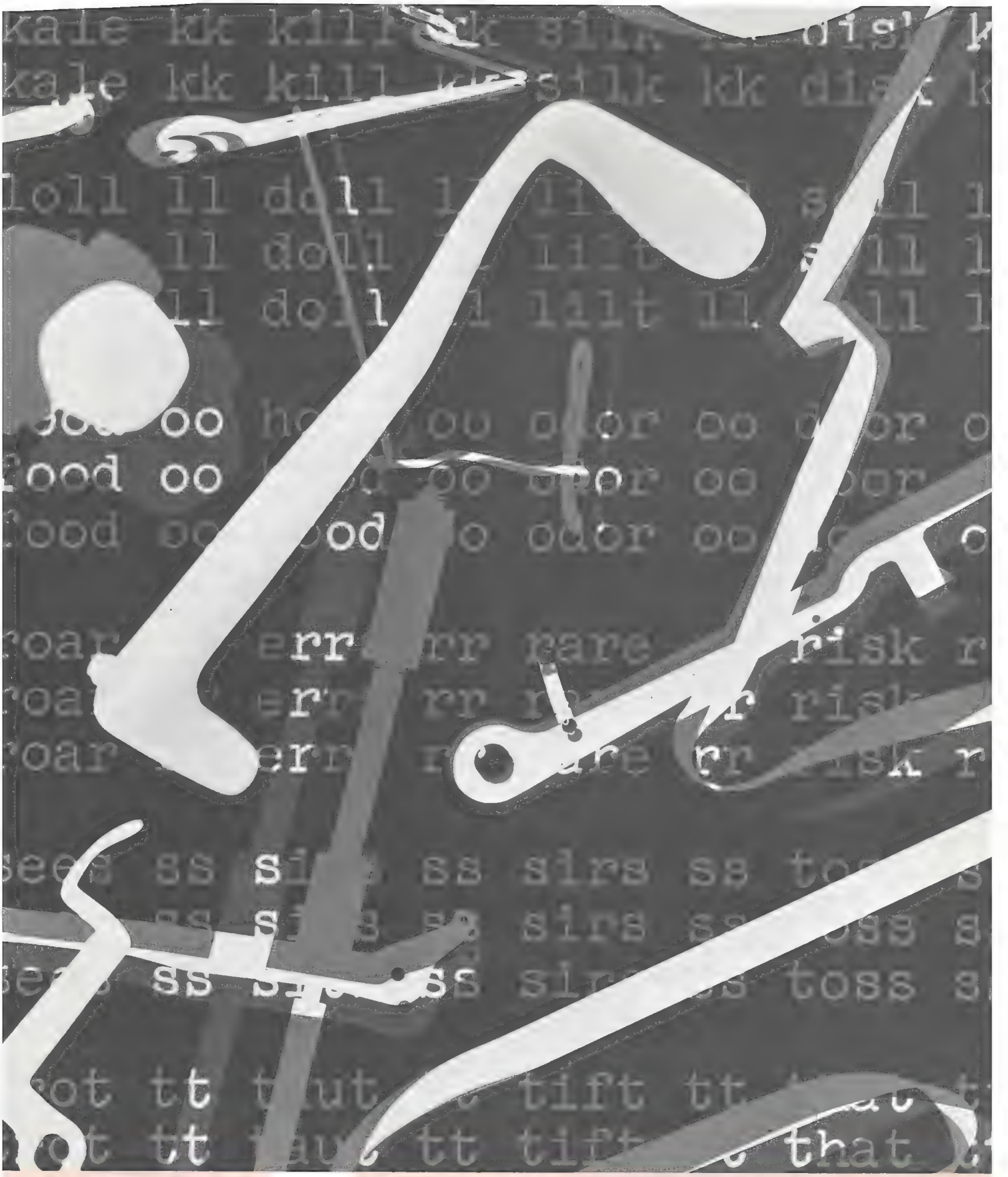
Henry Ira Brown 58
5

Dominic Wirt 66
4

J. Gilbert 73

Check: The letter "i" lines up.

Emil Lisle Park 83
5



2 SKILL BUILDING • BASIC LETTERS, TABLES, AND MANUSCRIPTS

LINE: 50
TAB: 5
SPACING: SINGLE
GOAL: INCREASE SKILL
STRESS: WRISTS LOW, FINGERS CURVED

LESSONS

Unit 5. Skill Development

26-27

Skill Drive

26-A. Ripple through lines 1-3, typing each at least twice. Use these lines as the warmup for Lesson 27.

26-A. Tune up on these easy lines

1 a; sl a;sl dk a;sldk fj a;sldkfj gh a;sldkfjgh a;
2 and the in so do to is it if ox or go do by an am
3 work wish they lazy quit cove oak six jam pay own

26-B. To define your goal for Lesson 26, type and proofread a double-spaced copy of this paragraph. If you make 4 or fewer errors, your goal is SPEED; but if you make more than 4, your goal must be ACCURACY.

SI 1.19—easy copy*

*NOTE: SI (the syllabic intensity—average number of syllables per word) indicates the approximate difficulty of the copy:

SI 1.00-1.15 ... very easy
SI 1.15-1.25 ..... easy
SI 1.25-1.35 .. fairly easy
SI 1.35-1.45 ..... normal
SI 1.45-1.55 .. fairly hard
SI 1.55-up ..... difficult

26-B. Measure and improve your keyboard control

WORDS

4 Typing skill grows best in two steps: First 10
the typist drills on copy that is so easy that he 20
is sure to type at a good speed and with very few 30
errors; in this way he gets the feel of typing at 40
a better pace. Then he must seek to hold the new 50
rate as he works on copy that, while not hard, is 60
not easy. In this book the booster step is taken 70
in the first unit of the four units in each part, 80
and the second is taken in the other three units. 90

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

26-C. Target on your goal.

ACCURACY: Type lines 5-7 three times each and lines 8-11 two times each.

SPEED: Type lines 5-7 two times each and lines 8-11 three times each.

26-C. Improve skill on patterned word drills

5 po po post pour poem pore port pods pout poll pot
6 as as asks ashy task mask dash lash last past ash
7 oi oi toil soil boil coil foil coin join loin oil
8 th th thou thud thug thus than them they then the
9 fo fo fore folk fold fort foam fork form fowl for
10 sl sl slat slow sled slot slag slay slap slam sly
11 bu bu bulb bulk burr buff busy bury burn bush bud

26-D. Target on your goal.

ACCURACY: Type lines 12-14 three times each and lines 15-18 two times each.

SPEED: Type lines 12-14 two times each and lines 15-18 three times each.

26-D. Improve skill on patterned sentence drills

12 Quietly pack more new boxes with five dozen jugs.
13 Quietly pick up the box with five dozen gum jars.
14 Quickly pack the box with five dozen modern jugs.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

15 It is their duty to pay for the six fuel signals.
16 He is busy with the big social but may come down.
17 The form she got for them may work also for this.
18 She may go to the city for a visit with the girl.

26-E. Target on your goal.

ACCURACY: Type each of the three paragraphs twice.

SPEED: Type each of the paragraphs once; then type whichever paragraph seems easiest three times.

26-E. Improve skill on special paragraph copy

WORDS

19 As soon as you know that you are to go up to the camp, be sure to tell me so that I can plan a trip up there, too. I would like to be with you, if I can, when it is time to cast the first line. 10 20 30 40

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

20 There is one sure way that we can get from a job what we should like to get, and that is to be sure to look in the job for some of the things we know that we can do well and like to do that way. 10 20 30 40

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

21 The path that goes past our house is the one that goes down to the lake. The fish down there, they say, are so quick to bite that you must hide in a bush or climb a tree when you bait the hook. 10 20 30 40

26-F. To confirm your goal for Lesson 26 and to set your goal for Lesson 27, retype the 26-B paragraph.

If you make 4 or fewer errors this time, your goal is SPEED; but if you make more than 4 errors, your goal is ACCURACY.

26-F. Make an interim progress check

27-A. The correspondence in Unit 6 often requires your making line-ending decisions; learn now how to do so. In addition to the information here, use the Learning Guide (pages 25-26 of your workbook) to assure your responding to the margin bell correctly.

How many strokes can you make on your typewriter after the bell rings and before the margin locks?

27-A. Learn to respond to the margin bell

Sometimes you cannot copy material line for line, but must yourself decide where to end lines. To help you in making line-ending decisions without looking up from your copy, your machine has a bell that rings when the carriage is 7 or 8 spaces from the right margin stop. For example, if you wish lines to end at 75 and have therefore set the margin stop at 80, the bell rings when the carriage reaches 72 or 73, to warn you that the carriage is only 2 or 3 spaces from 75. When the bell rings, plan to end the line as near the desired ending point as you conveniently can (preferably without dividing a word). If your typewriter gives a 3-space warning, for example, here are typical line-ending decisions you would face and make:

	DESIRED ENDING	RETURN CARRIAGE AFTER TYPING
I now realize these	*realize*	
Somehow, we must be	*we*	
The possibility she	*possibility*	
He is philosophical	*philo-*	

27-B. Target on your goal for Lesson 27 (see 26-F).

ACCURACY: Type lines 22-25 three times each and lines 26-29 two times each.

SPEED: Type lines 22-25 two times each and lines 26-29 three times each.

Always speed up when you repeat a drill line. Are your fingers well curved?

27-B. Improve skill on patterned word drills

22 qu qu quote quilt quill quart quip quiz quad quit
23 up up upper group croup super coup soup cups upon
24 cr cr cruel crown cross crush crux crib crow crop
25 um um crumb flume strum humid dumb jump chum drum

26 oo oo stood floor crook proof book soon good look
27 ss ss gross issue guess cross loss boss less miss
28 ll ll shall skill stall droll will full sell tell
29 ee ee speed sheer trees creed need been feel keep

27-C. Target on your goal.

ACCURACY: Lines 30-33 three times; 34-37 twice.

SPEED: Lines 30-33 two times; 34-37 three times.

27-C. Improve skill on patterned sentence drills

30 I was quite crushed when he had to quit the crew.
31 Lum was quoted saying it was dumb to crib a quiz.
32 My group went to the quad and got quarts of soup.
33 His chum jumped across a flume by the upper crib.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

34 Dee will collect all the needed bookkeeping fees.
35 Ross needs a better broom for glossing the floor.
36 Bess will miss her book and will need to call us.
37 Bill took three weeks to sell all his good books.

27-D. Target on your goal.

ACCURACY: Lines 38-41, three times; 42-45, twice.

SPEED: Lines 38-41, two times; 42-45, three times.

27-D. Improve skill on preview words and phrases

One-hand words: 38 million feed are you eat few on we no at in be up
Troublesome words: 39 excellence present, typists realize powder typing
Troublesome words: 40 although, invention fingers learned beaten though
Double letters: 41 classroom million offices dollars shall pill feed

Speed phrases: 42 those who|pick up|stop at|able to|come to|that no
Speed phrases: 43 know that|glad to|nice to|more in|take to|kind of
Speed phrases: 44 stop to|if you|to pay|no one|is not|to eat|we did
Alternate-hand words: 45 handy such they rich rush did pay box to do so if

27-E. To measure your skill achievement, type 1 copy. GOAL: To finish this 150-word alphabetic paragraph in 5 minutes, with 4 or fewer mistakes.

27-E. Measure your progress in sustained writing

WORDS

46 If you would like to become a rich person in 10
a rush, just invent some kind of pill or tonic or 20
powder a typist could take to double his skill in 30
typing. Do you realize that there are about nine 40
million typists in offices and some three million 50
more in classrooms who would be glad to pay a few 60
dollars for such a quick route to excellence? It 70
is so. It is nice to know that no one has beaten 80
you to the invention yet; although, come to think 90
about it, it would be handy to be able to stop at 100
a shop and pick up a box of words a minute, would 110
it not? For the present, though, just like those 120
who learned to type before we did, we shall drill 130
and drill our fingers until at last they learn to 140
eat up the word meals that our eyes feed to them. 150

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

IDEA: Type 27-E as a 5-minute timed writing and record your scores on the timed-writing scoreboard on workbook page 3. If you complete the copy before the 5 minutes are up, start it over.

SI 1.21—easy copy

LINE: 50
TAB: 5
SPACING: SINGLE
DRILLS: TWICE OR MORE
GOAL: INCREASE SKILL
STRESS: POSTURE

LESSONS

28-29

Skill Drive

28-A. Type each line twice. Don't sag on the numbers! Use these lines for the warmup in Lesson 29, too.

28-A. Tune up on these review lines

1 a;sldkfjghfjdksla; a;sldkfjghfjdksla;sldkfjghfjdk
2 cab yet fed zoo ask jig not lax him row eve quips
3 Read pages 10–28, then pages 39–47, then page 56.

28-B. To define your goal for Lesson 28, type and proofread a double-spaced copy of this paragraph. If you make 4 or fewer errors, your goal is SPEED; but if you make more than 4, your goal is ACCURACY.

SI 1.23—easy copy

28-B. Measure and improve your keyboard control

WORDS

4 The oceans of the world are huge; they cover 10
more than 70 percent of its surface and, in a few 20
spots, are so deep that a mountain the size of an 30
Everest would be lost in them. The oceans play a 40
major role in shaping the weather. They serve as 50
a source of food, as an exciting playground, as a 60
means of travel. The oceans touch on the life of 70
each of us, and frequently at that. Yet, in some 80
regards, man knows more about the distant planets 90
than he does about the seas that lie at his feet. 100

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

28-C. Target on your goal.

ACCURACY: Lines 5-8, three times; 9-12, twice.

SPEED: Lines 5-8 two times; 9-12, three times.

28-C. Improve skill on patterned word drills

5 op op open hope rope lope crop flop stop shop top
6 sa sa same sail sank sang salt safe sash sane say
7 ew ew blew flew slew view crew brew drew stew hew
8 ly ly only duly ably lily oily ally July illy fly
9 di di dish disk dire dine dime dial dice dirk did
10 le le lend lent leap lean left lest leak less led
11 co co cork coat cone come colt corn coal coke cot
12 na na name nail nape nays navy naps snap gnaw nab

28-D. Target on your goal.

ACCURACY: Lines 13-15, three times; 16-19, twice.

SPEED: Lines 13-15, two times; 16-19, three times.

For extra practice, have someone time your work; then take a series of 1-minute timings until you achieve your GOAL:

ACCURACY: Line 13 typed three times in 1 minute or less; Lines 13-15 typed once in 1 minute or less, with 2 or fewer mistakes.

SPEED: Line 16 finished four times in 1 minute or less; lines 16-19 typed in 1 minute or less, with 2 or fewer typing errors.

28-D. Improve skill on patterned sentence drills

13 Joe quietly picked six razors from the woven bag.
14 The quick brown fox jumps over all the lazy dogs.
15 Jack Farmer was quite vexed by such lazy plowing.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

16 He may go to the club and work with the chairman.
17 The man may endow the chapel with an ivory panel.
18 She is apt to laugh when I go to the city social.
19 Eight of the girls do wish to go to the big lake.

28-E. Target on your goal.

ACCURACY: Type the three paragraphs twice each.

SPEED: Type the three paragraphs once each; type three times whichever paragraph seems easiest.

SI 1.00—very easy

3 times the easiest

28-F. To confirm your goal for Lesson 28 and to set your goal for Lesson 29, retype the 28-B paragraph.

If you make 4 errors or fewer in this retyping, your goal for Lesson 29 is SPEED; but if you make more than 4 errors, your goal must be ACCURACY.

29-A. Of the eight rules, the most vital is rule 1—as you will find when you type 29-D and 29-F, both of which require you to make line-ending decisions.

In addition to studying the eight rules here, use the Learning Guide on workbook pages 27-28 to reinforce your learning when not to divide words in typed copy.

29-B. Target on your goal for Lesson 29 (see 28-F).

ACCURACY: Lines 23-26, three times; 27-30, twice. Stress very even cadence; avoid any speed spurts.

SPEED: Lines 23-26, two times; 27-30, three times. Start slowly; then steadily increase speed. Avoid all temptations to slow down.

28-E. Improve skill on special paragraph copy

WORDS

20 With a whoop and a shout, the gang rushed to 10
the truck and piled in, just the way your dad and 20
I and our friends did a score of years back, when 30
each fall of snow would bring out the old sleigh. 40

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

21 It is said that we can see the soul of a man 10
in the books that he keeps in his own room, and I 20
think that this is so. They show what he dreams, 30
what he likes to think of, and where his mind is. 40

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

22 When I was a child, it was a grand old tree; 10
but it was hit by a bolt from the sky which split 20
it, and then the rain and snow and wind got in to 30
strip it down to the rough, old trunk we now see. 40

28-F. Make an interim progress check

29-A. Learn when NOT to divide words

1. Don't divide if you can get within 3 strokes, plus or minus, of a desired margin without dividing.
2. Don't divide any word with fewer than 6 strokes (but a 5-letter word followed by a punctuation mark may be divided, such as *six- ty,* or *uni- fy;* or *mix- er!*).
3. Don't divide a word pronounced as one syllable, like *shipped.*
4. Don't divide a contraction, like *couldn't, shouldn't, mustn't.*
5. Don't divide an abbreviation, like UNESCO or U. S. N. R.
6. Don't divide a word unless you can leave at least a 2-letter syllable (and hyphen) on the upper line.
7. Don't divide a word unless you can carry at least 3 strokes (the third may be a punctuation mark) to the next line.
8. Don't divide a number unless it fills 10 or more spaces (in which case you may divide after a comma).

NOTE. These rules are for typists, not printers. Because their lines must end evenly, printers use a different set of word-division rules.

read 27 & 28

29-B. Improve skill on patterned word drills

23 rt rt short court inert forth port hurt fort dirt
24 ou ou could bough tough touch bout sour rout ours
25 af af chafe shaft after draft safe cafe deaf raft
26 in in train incur pains inner rain find gain inch

27 bb bb blabber rubber bubble babble abbot abbey bb
28 mm mm trimmed summer gummed dimmer rummy dummy mm
29 tt tt buttons kitten bottle gotten ditto petty tt
30 pp pp shopper happen pepper supper apple upper pp

29-C. Target on your goal.

ACCURACY: Lines 31-32, three times; 33-34, twice.

SPEED: Lines 31-32, two times; 33-34, three times.

29-C. Improve skill on patterned sentence drills

31 I doubt that a train could gain one hour in four.
32 The staff quit after your craft was safe in port.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10
33 Mr. Abbott has written that he is getting better.
34 The yellow bottle was crammed in a supply closet.

29-D. Use double spacing, a 50-space line, and a tab-5 indention. Make a complete copy of this material, trying to finish it within 4 or fewer minutes and with 4 or fewer errors. Proofread your copy and then repeat for either:

ACCURACY: Type straight through the copy twice.

SPEED: Type two copies of each paragraph.

SI 1.00—very easy

29-D. Improve skill on special paragraph copy

WORDS

35 The need for food, which the sea gives up to those who 12
have both the stout heart and the sheer strength it takes to 24
fight for it, has led to new thought of what is to be found 36
in the dark deeps. 40

36 Far down in the silt in the beds of the sea, there are big 53
fields of ore; and lakes of oil are trapped in the thick folds of 66
rock that crust the world and serve as the strong shell of our 79
globe. 80

37 And in the sea, too, are the things that the streams of the 93
earth have squeezed from the soil, gouged from their banks, 106
and dragged on for miles through hill and vale to sink at 117
last in the sea. 120

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

29-E. Target on your goal.

ACCURACY: Line 38, three times; 39, twice.

SPEED: Line 38, twice; 39, three times.

29-E. Improve skill on preview words

38 streams indeed on great in start up reefs no seas
39 naught island field their then map own men got to

29-F. To measure your skill achievement, type a copy, using a 50-space line and double spacing, and alertly listening for the bell.

GOAL: To complete these two alphabetic paragraphs in 5 minutes or less, with 4 or fewer errors. All Lines should end evenly.

SI 1.24—easy copy

29-F. Measure your skill in sustained writing

WORDS

40 Men have long traveled the seas without much knowledge 12
of them. They made a few charts of the coastal bays and is- 24
lands, but they knew naught of currents and depths. Indeed, 36
one of the first to explore this field of science was our own 48
amazing Benjamin Franklin, who asked sailors a great many 60
questions and then put their answers on a map, to fashion the 72
first crude chart of the Gulf Stream. 80

41 In the years that followed this start, other inquirers have 93
mapped the sea streams. But ocean science as men now know 105
it got its start when the submarine came on the scene. Since 117
then, mapping currents and reefs and depths has led the 128
experts through a maze of research that is judged just as 140
urgent as what other men are doing up in the sky. 150

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

LINE: 50
TAB: 5 AND CENTER
SPACING: SINGLE
DRILLS: TWICE OR MORE
GOAL: BOOST SKILL
STRESS: TOUCH CONTROL

30-A. Type each line twice (extra drill on line 3?). Repeat in Lesson 31, too.

30-B. To define your goal for Lesson 30, type and proofread a copy of this letter (reset margins for a 40-space line).

(a) Your goal is NUMBERS if you mistype any of the numbers in the paragraph.

(b) If you made no number errors and had 4 or fewer other errors, your goal in Lesson 30 is SPEED.

(c) If you made no number errors and had 5 or more other errors, your goal in Lesson 30 is ACCURACY.

SI 1.19—easy (if you know your numbers!)

30-C-D. To increase skill, type lines 9-20 twice each and repeat twice more whichever fits your goal—

NUMBERS: Lines 9-11.
ACCURACY: Lines 13-16.
SPEED: Lines 17-20.

NOTE: In lines 9-12, the words and numbers appear in pairs: each word and following number are typed with the same fingers and in the same sequence. Such drills, called "we-23 drills," are especially good for developing your number-typing fluency.

Skill Drive

30-A. Tune up on these review lines

1 asdfghjkl; asdfghjkl; asdfghjkl; asdfghjkl; asdfg
2 jag ask new zip ray six cob vim led for his quite
3 Order 10 red, 28 tan, 39 blue, 47 gray, 56 white.

30-B. Measure and improve your keyboard control

WORDS

4 Dear Mr. Keezer: 4

5 It is a pleasure to hear from you after 13
so long a time. I guess it was back in 21
October, 1963, that you last wrote. 28

6 Yes, the club still meets once a month; 37
our next meeting will be on Friday, the 45
24th. There will be about 17 or 18 who 53
attend; it would be quite a happy event 61
if you could join us. 66

7 I shall be driving to this next meeting 75
and would be more than pleased to drive 83
by your office and pick you up at, say, 91
5:30 or 5:45. Shall I do so? 97

8 Cordially yours, 103

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

30-C. Improve skill on patterned number drills

9 we 23 you 697 two 529 rip 480 wore 2943 pipe 0803
10 it 85 yet 635 put 075 rut 475 pity 0856 wiry 2846
11 or 94 wet 235 our 974 eye 363 your 6974 type 5603
12 up 70 tie 583 pit 085 owe 923 tory 5946 pier 0834

30-D. Improve skill on patterned word drills

13 ef ef chief brief cleft grief chef deft left beef
14 ok ok choke broke stoke poker book took joke coke
15 ar ar arrow heart clear charm harm year mare tear
16 lu lu glued lurid blunt clues flue lurk blue plum

17 fi fi first field fined final firm fish fist five
18 je je jeans jelly jeers jewel jerk jest jeep jets
19 sh sh shall crash blush shave ship dash rush bush
20 oz oz dozed froze dozen ozone ooze doze doz. cozy

30-E. Type each paragraph once; repeat twice more whichever paragraph fits your improvement goal—

NUMBERS: Paragraph 21.

ACCURACY: Paragraph 22.

SPEED: Paragraph 23.

SI 1.00—very easy (if you have touch control and can respond instantly to the sound of the margin bell.)

30-E. Improve skill on special paragraph copy

WORDS

21 We won the game by a score of 32 to 28. The strange thing 13
is that we hoped to win by 15 or 16 points, and at times we 25
led by 10, by 9, and by 7 points; but we won the cup by just 37
4 thin points. (All the numerals) 40

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

22 When Mr. Bruce said we would have a quiz, we thought he 12
meant a brief one; but, sad to say, it turned out to have six 25
parts and took at least an hour to write. I got done just as 37
the bell rang. (All the letters) 40

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

23 If the two men are to get paid for their day off next week, 13
they will have to ask one of us to sign on their time slips to 26
show on the slip that the day off is one for which they are to 38
be paid. (Common words) 40

30-F. To confirm your goal for Lesson 30 and to set your goal for Lesson 31, retype the 30-B letter. Use the same guides (30-B) to define your goal for the practice in Lesson 31.

30-F. Make an interim progress check

31-A. Besides studying the six rules here (continued from 29-A, page 51), use the Learning Guide (pages 29-30 in the workbook) to reinforce your knowledge of the word-division rules.

The only intricate rule is rule 13. As a suggestion, make it your own private rule never to "lop off" a -ble ending; either finish the word at the risk of an overlong line or divide it at some other point.

31-A. Learn how to divide words correctly

9. Divide only between whole syllables. If uncertain about syllabic structure, consult a dictionary. Examples: *prod- uct*, not *pro- duct* and *knowl- edge*, not *know- ledge*.

10. Divide near the middle of the word if there is an option. Thus: *pictur- esque*, not *pic- turesque*.

11. Divide after, not within, any prefix. (A prefix is a combination of letters put before a root word to change meaning; thus, in *foreman*, *fore-* is the prefix and *-man* is the root. Common prefixes include *anti-*, *ante-*, *be-*, *con-*, *de-*, *ex-*, *fore-*, *in-*, *intro-*, etc.) You may write *intro- duce*, but not *in- troduce*.

12. Divide before, not within, a suffix. (A suffix is a combination of letters put after a root word to change meaning; thus, in *leading*, the root is *lead-* and the suffix is *-ing*. Common suffixes include *-able*, *-fully*, *-ible*, *-icle*, *-ing*, *-sion*, *-tion*, *-tive*, etc.) You may write *wonder- fully*, but not *wonderful- ly*.

13. Divide after a one-letter syllable in the middle of a word *unless the syllable is part of a suffix*. Thus: *sepa- rate*, not *sep- arate*. But: *vis- ible*, not *visi- ble*.

14. When two strongly-accented vowels appear together, divide between them (even though the second may be a one-letter syllable). Thus: *radi- ator*, not *radia- tor*.

31-B-C. To increase skill, type lines 24-35 (see page 55, too) twice each. Then repeat twice more those lines that fit your goal—

ACCURACY: Lines 24-27.

SPEED: Lines 28-31.

NUMBERS: Lines 32-35.

31-B. Improve skill on patterned word drills

24 be be below berth bench bells bent belt lobe tube
25 no no noble north known snort snow none know note
26 ag ag again stage pages brags slag flag agog rage
27 pu pu punch purge purse putty pure puts push punt

28 ic ic icing stick which quick rich nice pica tick
29 em em ember remit tempt lemon gems memo hems stem
30 os os those gloss hosts whose lost most post pose
31 wh wh while whale wheel white what when whim whip

31-C. See the directions on the preceding page.

31-C. Improve skill on patterned number sentences

32 The sum of 10 and 28 and 39 and 47 and 56 is 180.
33 I need 10 of Blue 28, 39 of White 47, and 56 Red.
34 Add up 10 and 28 and 39 and 47 and 56 to get 180.
35 Ship it May 10 to 2938 West 47 Street, Newark 56.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

31-D. For more practice in responding to the bell and making correct line-ending decisions without taking your eyes off the copy, type a double-spaced copy of each paragraph (use a 50-space line and a tab-5 indention). Then repeat twice more the paragraph that targets your goal—

SPEED: Paragraph 36.
ACCURACY: Paragraph 38.
NUMBERS: Paragraph 38.

SI 1.07—very easy

31-D. Improve skill on special paragraph copy

WORDS

36 The wheel is a great help to man, and he who thought of it 13
in the first place should have deep thanks from all of us. But 26
it now looks a bit as though the end of the wheel may well 37
be in sight. (SI 1.00) 40

37 Come to take the place of a wheel is what is called an air 53
cushion. You get in your car. You switch on a fan, and it 65
pushes air under the car; the car lifts up, and now you are 77
off the ground. (SI 1.09) 80

38 You turn on the next jet, and air shoves you forward. Off 93
you go, getting up to a speed of 70 miles an hour in a minute 105
or so and whizzing with equal ease over road or field or marsh 118
or stream. (SI 1.14) 120

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

31-E. Target on your goal.

ACCURACY: Lines 39-40, three times; 41-42, twice.

SPEED: Lines 39-40, two times; 41-42, three times.

31-E. Improve skill on preview words

39 adjustable hydrofoils stabilize waterbug exciting
40 faster waters jump bear look fast hull test 70 80
41 world giant shape work lake when rush down air go
42 one is use of and to on and on to our as it in an

31-F. To measure your skill achievement, type a copy, using a 50-space line and double spacing and alertly listening for the bell.

GOAL: To complete these two alphabetic paragraphs in 5 minutes or less, with 4 or fewer errors. Lines should end evenly, without need for dividing words.

SI 1.24—easy

31-F. Measure your skill in sustained writing

WORDS

43 A new kind of work boat has come to our lake and coastal 12
waters. It looks like any small boat when it glides along slowly 26
and lazily. But when it jumps up its speed in quiet water, 38
it rises on stilts to skim above the water, for all the world 50
like a giant waterbug, except that this one roars as it scoots on 63
and on at 70 to 80 miles an hour. 70

44 This new boat required two special points of design. One 83
is the use of adjustable fins, known as hydrofoils, to lift and to 96
stabilize the boat. The other is the shape of the hull, which is 109
made to trap air under it in an air cushion that lifts the boat 122
so that it can go faster and bear bigger loads while taking less 135
water. This is exciting, for the boat is seen as a kind of truck 148
that will rush heavy loads up and down even shallow rivers. 160

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

LINE: 50
TAB: CENTER
SPACING: SINGLE
DRILLS: TWICE OR MORE
GOAL: START LETTER PRODUCTION
STRESS: ALERTNESS TO DETAILS

Unit 6. Correspondence

LESSONS
32-33

Letter Typing

32-A. Tune up on these review lines

32-A. Type each line twice. Hold on lines 2 and 3 the pace you set on line 1. Repeat in Lesson 33.

1 The new man did not get pay for the day he had off.
2 g H i J k L m N o P q R s T u V w X y Z a B c D e F
3 10 28 39 47 56 we 23 or 94 tip 580 you 697 rue 473.

32-B. Learn how to "pivot"

32-B. Pivoting is an important technique you will use in positioning the date line of letters, as a glance at pages 57 and 58 will show you.

To pivot a line (make it *end* at a preselected point):

STEP 1. Set the carriage at the first space *after* that point.

STEP 2. Backspace once for each space the typed line will occupy.

STEP 3. Type the line; the final stroke will be in the desired space.

In timed writings, each stroke of pivoted copy counts as 3 strokes.

PRACTICE. Pivot these lines so that each ends at 70 on the scale.

Richard Montrose
Period 4
October 16, 196-

Use your name; class period; today's date.

32-C. Learn three symbol keys you will need today

32-C. NEW KEYS.

Parentheses are the shift of the 9 and 0 keys, controlled respectively by the L- and Sem-fingers.

Ampersand (&), meaning "and," is the shift of the 7 key, controlled by the J-finger. Type lines 4-9 two times each.

4 191 l(l 191 l(l and ;0; ;); ;0; ;); (l) (10) (ll)
5 The captain (John, that is) caught the long pass.
6 Bob is (1) tall, (2) dark, and (3) very handsome.
7 They need (a) six invoices and (b) six envelopes.

8 j7j j&j j7j j&j Jones & Sons buy from Brown & Co.
9 Write to Dodd & Co., Hess & Park, and Wold & Son.

32-D. Build skill for production power

32-D. Type the letter once, trying to finish it within 3 minutes, with 4 or fewer errors; or take a 3-minute writing on it to see whether you can hold on this production copy the best pace you developed in Unit 5.

The letter is shown in elite type (12 spaces to an inch), so you may contrast it with the pica type (10 spaces to an inch) in the drill lines above it.

SI 1.31—fairly easy

10 Dear Mr. Jones: 3

It was a real pleasure to receive your order this 4
morning, for it has been too long (six months, at 14
least) since we have had one from Jones & Frazer. 24 34

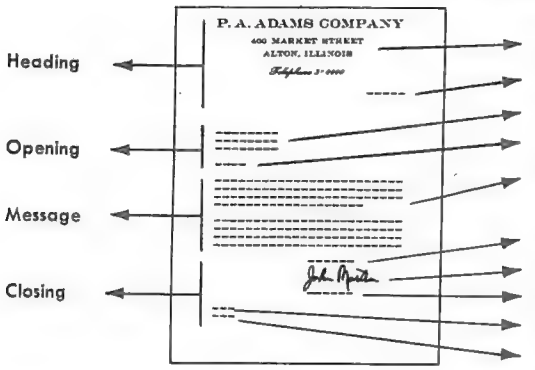
The goods that you requested are in stock and are 35
scheduled to be delivered to you (we have our own 45
truck now) in the morning or at noon, October 23. 55 65

Thanks again, Mr. Jones, for your order. We hope 66
that it will mark the renewal of frequent service 76
to our old friends and customers, Jones & Frazer. 86 96

Yours truly, 97
100

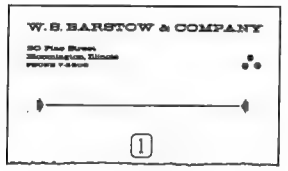
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

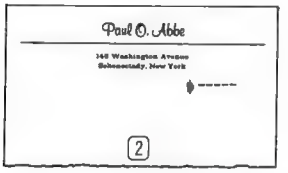
32-E. Learn to identify the basic parts of a business letter

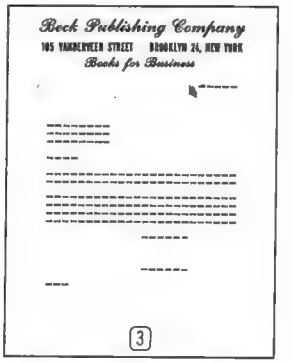


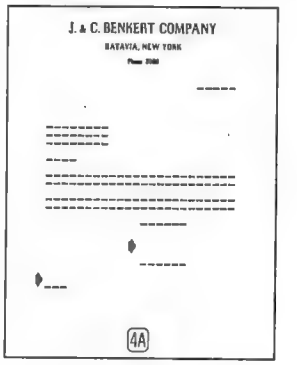
Letterhead . . . printed name and address of the company.
Date line . . . month, day, and year the letter is written.
Inside address . . . address of the party to whom you are writing.
Salutation . . . opening greeting, such as "Dear Miss Smith."
Body . . . text of the letter, usually single spaced, with 1 blank line between the paragraphs.
Complimentary closing . . . closing farewell, such as "Yours truly."
Signature . . . handwritten signature of the writer.
Writer's identification . . . his typed name, or title, or both.
Reference symbols . . . initials of dictator and/or typist.
Enclosure reminder . . . used if something accompanies letter.

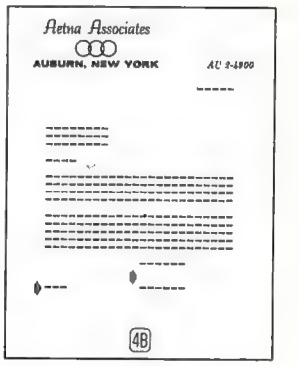
32-F. Learn the steps in producing a business letter











STEP 1. Insert paper. Estimate number of words in *body* of letter and set appropriate margins:

WORDS	LENGTH OF WRITING LINE
Under 100	4 inches (40 pica, 50 elite)
100 - 200	5 inches (50 pica, 60 elite)
Above 200	6 inches (60 pica, 70 elite)

STEP 2. Type *today's date* on line 15. Estimate position, or pivot, so date will end at margin.

STEP 3. Drop down 5 lines and type the inside address; continue through the letter, leaving 1 blank line before the salutation, each paragraph, and the complimentary closing. After typing the complimentary closing, *pause to judge the placement.* If the letter appears to be well placed (bottom margin will be a little wider than the side margins), finish it: drop 4 lines and type the signer's identification; then drop 2 more lines and type the reference initials. BUT:

STEP 4A. If the letter is *high,* spread the closing lines: allow extra space for the signature (up to 6 blank lines) and before typing the initials (up to 4 blank lines). OR:

STEP 4B. If the letter is *low,* condense the closing lines: allow less signature space (as few as 2 blank lines) and, if necessary, raise the initials (may be level with the identification line).

32/33-G. Practice the production of business letters

GOAL: To finish each letter, pages 58-59, within 4 errors and 5 minutes from the time the paper is at the date line and the carriage is at the margin, ready for you to backspace-pivot the date. Use workbook letterheads or plain paper on which you crease a line 1½ inches from the top to represent a letterhead's depth. Note whether each letter is shown in the type size you have on your machine; if the size is different, you must set margins correctly and listen carefully for the warning bell.

BLOCKED LETTER STYLE

Some Persons Call This the "Modified Block Style"

Letter 1

BLOCKED LETTER
Shown: in pica
Body: 90 words
Line: 4 inches
Tab: center
Date: today's, on line 15
Paper: letterhead
SI: 1.31—fairly easy

7 blank lines

October 15, 19--↓5

Mr. Alexander F. Jones
Jones & Frazer Company
1200 West Parke Street
Bangor, Maine 3 times 04401

Space three times after state before typing postal ZIP number.

Dear Mr. Jones:

Double

When we talked at the Kiwanis meeting last Tuesday, I promised to send you a letter in blocked form. Well, sir, here it is.

All lines begin at the left margin except the date (it is typed at the right margin) and the principal closing lines (they are begun at the center). The typist usually sets a tab stop at the center to use when he positions the closing lines.

Standard punctuation: colon after salutation, comma after closing line.

If there is anything else that you would like me to explain, I should be pleased to try to do so.

Cordially yours,↓4 or 5

3 blank line

Training Director

double space - 1 line

If the dictator's name is typed under his signature, type only your initials (instead of URS). If his name is not typed, type his initials, a colon, and your initials as shown here.

HIS:URS

26-79 elite
30-95 pica

If you take a timed writing on production copy and end with an incomplete line, count 1 word credit for each 5 strokes and for each use of the tabulator in that final incomplete line.

Business Letter in Blocked Style

stop lesson 32

Letter 2

BLOCKED LETTER
Shown: in elite
Body: 89 words
Line: 4 inches
Tab: center
Date: line 15
Paper: letterhead
SI: 1.34—fairly easy

October 16, 19— ↓5 12

1 blank 16

Mr. Paul J. Thorne 20
Thorne & Clark, Inc. 24
220 North Canal Street 29
Waco, Texas 76701 33

34

Dear Mr. Thorne: 37

38

Mr. Wilcox and I are glad to approve the layouts 48
and the artwork for the two ads. We believe you 58
have done a fine job. 62

63

We shall need to check the wording of the copy very 74
closely, of course. (Ever since that trouble last 84
year, we have been very wary about using the super- 94
lative degree.) 97

98

I should like to have a conference with you about 108
the ads next Monday. Will you plan to be here at 118
noon and have lunch with me? This would save time 129
for both of us. 132

133

Sincerely yours, ↓4 or 5 137

B blank 140

Benjamin I. Foster 145
Sales Manager 149

150

URS 151

SPECIAL NOTES:

1. If a signer's name and title are long, type the name first and align the title below it.
2. If a signer's name is typed below his signature, omit his initials in the reference position.

Letter 3

BLOCKED LETTER
Shown: unarranged
Body: 83 words
Line: ? inches
Tab: set at ?
Paper: letterhead
SI: 1.40—normal

Current date ↓? | Miss Lee Anne Smith | Apartment 14-C 23
| 56 North Flynne Street | Akron, Ohio 44316 | Dear Miss 36
Smith: 37

We were pleased to receive the letter in which you asked 48
whether we might have any vacancy for which you could apply. 61

In about two weeks, we shall have open a position for an ac- 73
countant who would do tax work and cost breakdowns. Would 85
you be able to do the work of this position? 94

If you would like us to consider you for this fine opening, 107
please call Miss Wells (my assistant); she will arrange for your 120
interview and a review of your credentials. | Very cordially 135
yours,↓? | Frank L. Tressler | Director of Personnel | *Initials* 150

Letter 4

BLOCKED LETTER
Shown: unarranged
Body: 87 words
Paper: letterhead
SI: 1.37—normal

Current date↓? | [Type the letter in 32-D, page 56, using the inside address and closing lines that appear on page 58. The total production word count is 145 words.]

LINE: 50
TAB: CENTER
SPACING: SINGLE
DRILLS: TWICE OR MORE
GOAL: LEARN ', ", AND !
STRESS: EVEN TYPE IMPRESSIONS.

LESSONS

34-35

Letter Typing

34-A. Tune up on these review lines

34-A. Type each line twice. In line 2, keep capitals on the line. In line 3, speed up slowly! Repeat these lines in Lesson 35.

35A 2 times

1 Why did the new man get no pay for his one day off?
2 j K l M n O p Q r S t U v W x Y z A b C d E f G h I
3 we (23) up (70) to (59) or (94) it (85) your (6974)

34-B. Practice two symbol keys you will need today

34-B. Type each line twice.

MANUAL: Apostrophe is the shift of 8 key. Quotation mark is shift of 2 key. Omit lines 4E and 7E.

ELECTRIC: Apostrophe is the key beside Sem key, controlled by Sem-finger. Quotation mark is shift of the Apostrophe key. Omit drill lines 4M and 7M.

NOTE: Exclamation point in line 4 is typed this way:
(1) Period.
(2) Backspace.
(3) Apostrophe.

~~4M~~ k8k k'k k8k k'k It's John's job to get Dad's car.
4E ;'; ''' ;'; ''' It's John's job to get Dad's car.
5 We can't find Johnny's cap. Help us look for it!
6 A dog's bark isn't as bad as his growl, I'm told.

~~7M~~ s2s s"s s2s s"s "Well," he said. "Hello, again."
7E ;'; ;"; ;'; ;"; "Well," he said. "Hello, again."
8 Joe "hurried"; so did I. He "mewed": "Who, me?"
9 I called, "Help!" Did he "beg"? How he "cried"!

34-C. Learn about quotation mark sequences

35 B 4-9

34-C. Reinforce your study of the rules by doing the Learning Guide exercises on workbook pages 45-46.

Rules to remember about punctuation sequences at the end of a quotation:

1. A quotation mark is typed *after* a comma or period, but *before* a colon or a semicolon. *Always.*
2. A quotation mark is typed *after* a question mark or exclamation mark *if the quotation asks a question or makes an exclamation;* otherwise, the quotation mark is typed *before* the question mark or exclamation mark.

Find an example of each possible punctuation sequence in lines 7, 8, and 9 above.

read 45-46 hand in

34-D. Build skill on production power practice

34-D. Set margins for a 55-space line, so that you can copy line for line.

Type the letter once; try to finish it in 3 minutes, with 4 or fewer errors.

OR, take a 3-minute timing to see if you can type the letter at a record rate.

Hold a steady pace when you type the apostrophes, the quotation marks, and the parentheses. Can you?

SI 1.37—normal

35 D

10 Dear Mr. Wood:

I should like to authorize you to sublet the apartment for the months of December and January. I shall leave here on the last day of November, and I expect to move back in on or about the first of February. 3 4 15 26 37 46

To protect all the "belongings," I request that a bond be posted (but I'm sure you'll have no trouble on this score, Mr. Wood). 47 58 69 72

Please feel free to bring people to see the apartment, Mr. Wood, any time you have someone who wishes to look at it; I don't need to be there, you know! 73 84 95 104

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11

34/35-G. Practice the production of business letters

See how many of the letters below and on page 62 you can produce in the time allotted for typing Lessons 34-35. Type the letters on *plain* paper.

GOAL: To finish each letter (*a*) with 4 or fewer errors and (*b*) within 5 minutes, counting from the time when the paper is inserted to line 13 (where the return address should be begun) and the carriage is at the margin, ready for you to backspace-pivot the longest line of the return address. Read Letter 5 before typing it.

Letter 5

BLOCKED LETTER
Shown: in elite
Body: 89 words
Line: 4 inches
Tab: center
Paper: plain
Start: line 13, so date will fall on line 15
SI: 1.30—fairly easy

Pivot first line; when you return carriage for other two lines, draw it back only to this same starting point. (If using an electric, set a tab stop to use in repositioning carriage to this point.)

REMEMBER: Space three times after state before typing postal ZIP number.

center
line 13
↓ 14
date 15

3 blank

3928 South Park Street 13
Troy, New York 12180 19
October 17, 19--↓5 23
24
25
26
27
Mr. Edward Whitman 31
Smith & Whitman, Inc. 35
1047 Fifth Avenue 39
New York, New York 10028 43
44
Dear Mr. Whitman: 48
49
This letter shows how to use the "blocked style" in 59
one's personal business letters, typed on ordinary 70
plain paper. 72
73
You should type your address in two lines above the 84
date, with the number and street on the first line 94
and the city, state, and ZIP number on the second; 104
start these two lines and the date at the point 114
reached by pivoting for the longest line. 122
122
You must always be sure to type your name below the 133
space where you will sign the letter. 140
141
Yours sincerely,↓4 or 5 146

3 blank 149

J. Henry Hale my name 152

Use no reference initials in letters that you type for yourself.

Personal Business Letter in Blocked Style

Type this heading (on lines 13, 14, and 15) for these four letters.

3928 South Park Street 13
Troy, New York 12180 19
Current date ↓5 23

27

Letter 6

BLOCKED LETTER
Shown: unarranged
Body: 86 words
Paper: plain
Line: 4 inches
Tab: center
SI: 1.36—normal

Mr. John Green, Editor | Journal of Home Living | 270 Madison Avenue | New York, New York 10016 | Dear Mr. Green: 38 47 49

The last time we met, you said, "Let me know whenever you get a unique idea for a different kind of magazine article." 62 74

In about three weeks, I shall leave for a two-month trip through France and England. Would you like an article on places where Americans abroad can get a meal (or at least a cup of coffee!) to their taste? 87 98 110 117

What day next week could we have lunch to talk over the idea or a much better one that you might have? | Cordially yours, ↓4 or 5 | J. Henry Hale 129 143 150

Letter 7

BLOCKED LETTER
Body: 91 words
Paper: plain
SI: 1.28—fairly easy

Foreign Department | First National Bank | 1000 Eighth Avenue | New York, New York 10019 | Gentlemen: 37 45

I have read that you have "a new plan" for issuing letters of credit to persons who take a trip to a nation in which your firm has a branch office. 58 70 76

I shall leave in about three weeks for a long trip through France and England. I shall be gone nine weeks or more, spending nearly all my time in Paris and in London. 89 100 111

If you have branches in these cities, I should be pleased to learn all the details of your new plan. Might I hear from you soon? | Yours very truly, ↓4 or 5 | J. Henry Hale 124 136 150

Letter 8

BLOCKED LETTER
Body: 83 words
Paper: plain
SI: 1.31—fairly easy

Customer Service Agent | Trans World Airlines | Kennedy Airport | Jamaica, New York 11430 | Dear Sir: 37 46

I wish to fly to Paris, then to London, then back to New York. Do you have any tourist-rate flights for such a trip? 58 71

If you do, please let me have complete information about the flight schedules, the fare, the luggage weight permitted, and the steps I must take to get the passport that I shall need. 84 96 109

If you do not have "tourist flights" this season, please let me know which airline does have them; I shall be most grateful for your advice. | Yours very truly, ↓? | J. Henry Hale 122 134 150

Letter 9

BLOCKED LETTER
Body: 96 words
Paper: plain
SI: 1.37—normal

Mr. George Wood, Manager | Colfax & Mills Agency | 3900 South Park Street | Troy, New York 12180 | Dear Mr. Wood: 36 48

The body of this letter is given as 34-D, page 60. | Cordially yours, ↓? | J. Henry Hale 152 162

LINE: 50
TAB: 5 AND CENTER
SPACING: SINGLE
DRILLS: TWICE OR MORE
GOAL: INCREASED PRODUCTION POWER
STRESS: EVEN STROKES

LESSONS

36-37

Letter Review

36-A. Type lines 1-3 two or more times, as evenly as though typing to music. Repeat them in Lesson 37.

36-B. Type each line twice, as smoothly and evenly as a clock ticking. Pause and check your work after each repetition; if you made any error or if you recall faltering, repeat the line.

Manual typists omit 4E and 6-E; electric typists omit drill lines 4M and 6M.

36-C. Type each paragraph once. GOAL: To finish both paragraphs in 2 minutes, with 3 or fewer errors.

Repeat paragraph 8 twice if you made more than 3 errors; repeat paragraph 9 if you had fewer than 3.

SI 1.12/1.06—both easy

36-D. Take these steps in practicing this selection:

(1) Read the article and compare what it says with the letter on page 64.

(2) Scan the copy once more, selecting and typing from two to four times any word you wish in each line.

(3) Type a double-spaced copy, trying to finish it in 5 minutes or less, with 4 or fewer errors. OR, take a 5-minute timing on it and record your score.

SI 1.42—normal

36-A. Tune up on these review lines

1 The men may go to the city or the island with us.
2 a A ; : s S l L d D k K f F j J g G h H / ? , , .
3 "we" 23 "our" 974 "rut" 475 "pit" 085 "type" 5603

36-B. Reinforce control of the symbol keys

4M ki8' ki8' ki8' ki8' It's Richard's car, isn't it!
4E ;''; ;''; ;''; ;''; It's Richard's car, isn't it!
5 ju7& ju7& ju7& ju7& He works for Sears & Roebuck.
6M sw2" sw2" sw2" sw2" "So," he said, "Here we are!"
6E ;'"; ;'"; ;'"; ;'"; "So," he said, "Here we are!"
7 lo9(lo9(;p0) ;p0) He is (a) short and (b) slim.

36-C. Improve skill on special paragraph copy

8 The next time I have a note to type, I shall 10
make sure I use paper that is just the right size 20
and quality; I know that both of these do matter. 30
9 Bob has such fine work habits that he may be 40
one of the first to get his work done. If so, it 50
is then his duty to ask for some more work to do. 60
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

36-D. Measure your skill in sustained writing

10 Now and then the typist must write a message 10
for which a standard business letter may not seem 20
adequate. One would not wish a "commercial" look 30
for a letter of condolence, for example, which an 40
employer might send to a customer or for a letter 50
of thanks or regret that a typist might write for 60
himself. The form that is used on such occasions 70
is the one that is known as "formal" arrangement. 80
To make a letter "formal," the typist writes 90
the inside address at the end of the letter. The 100
writer's name may or may not be typed beneath his 110
signature; the absence of a typed name means that 120
the writer is claiming to be a personal friend of 130
the addressee, and so the name is typed when that 140
claim should not be made or would be presumptive. 150
The models that follow contrast the "formal" 160
design with two of the standard business designs. 170
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

36/37-E. Produce a summary of letter basics

Using plain paper or workbook pages 47-50, produce a letter summary: on page 47, center a copy of 36-D (double spaced); on pages 48, 49, and 50, produce three copies of the letter below, in these arrangements:

ASSIGNMENTS	ARRANGEMENTS	SPECIAL INSTRUCTIONS	WORDS
Letter 10	Blocked form, formal (personal) display	Arrange as shown, with inside address below the signature.	152
Letter 11	Blocked form, personal-business arrangement	Type inside address above salutation in arrangement shown on page 61.	147
Letter 12	Blocked form, standard business arrangement	Omit return address; type inside address above salutation; add initials.	142

Letter 10

BLOCKED LETTER
Shown: in elite
Body: 89 words
Tab: center
Line: 4 inches
SI: 1.34—fairly easy

3947 Frank Street
Ames, Iowa 50010
October 20, 19—

Dear Doctor Brown:

Thank you very, very much for giving me so much of your time yesterday morning. I did follow up your suggestion; and, I am happy to report, I got the position for which you recommended me. I begin my work this coming Friday, at three.

Getting this weekend job means that I shall be able to go on with my program and, at the same time, get experience that should prove a help in my studies and my career. I do not know how I can thank you enough.

Respectfully yours,

George C. Mills

Dr. Lee K. Brown
Institute of Commerce
1900 Eighth Street
Des Moines, Iowa 50308

The typed signature is usually omitted in letters between persons who know each other well. The inside address may be raised or lowered to give visual balance to the letter.

Formal Letter in Blocked Style

LINE: 50
TAB: 5
SPACING: SINGLE
DRILLS: TWICE OR MORE
GOAL: LEARN TO ARRANGE TABLES
STRESS: ATTENTION TO TECHNICAL DETAILS

Unit 7. Tabulation

LESSONS
38-39

Table Typing

38-A. Tune up on these review lines

38-A. Type lines 1-3 two times. Repeat in Lesson 39.

39 - 2

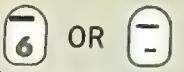
1 They will wish this plan done over one more time.
2 We vexed Jack by quietly helping a dozen farmers.
3 "Is the room 28' 10" long or is it 39' 10" long?"

38-B. Practice three symbol keys you will need soon

38-B. Type each line twice (manual typists omit 10E; electric typists omit 10M).

Number/pounds sign is the shift of the 3 key. Percent sign is the shift of the 5 key.

39 - 2



Underscore* is shift of the 6 key (manual) or of the hyphen key (electric).

4 d3d d#d d3d d#d d3#d Order #3 needs 13# of nails.
5 Pack them in lots of 10#, 28#, 39#, 47#, and 56#.
6 Give orders #10, #28, #39, #47, and #56 to Frank.
7 f5f f%f f5f f%f f5%f We want 5% and 15% and 155%.
8 Try to get a 4.5% stock or some 5% bonds for her.
9 She wanted 15% interest, but I would pay only 5%.
~~10M j6j j_j j6j j_j He did say he would not ask Paul.~~
10E ;-; ;_; ;-; ;_; He did say he would not ask Paul.
11 I have not read that new book, Paying for Supper.*
12 Remember, he is not to help us solve the problem.*

38-C. Review horizontal centering

38-C. Each line: Backspace to center the line; set the left margin at the point to which you backspace; then type the line three times.

In lines 15 and 16, allow 6 spaces between words; set tab stops to help align the words when line is repeated.

Center each

13 South Philadelphia, Pennsylvania
14 Petrified Forest National Park
15 Oldsmobiles 6→ Cadillacs
16 Coffee 6→ Milk 6→ Tea

38-D. Build sustained skill on paragraph copy

38-D. See whether you can type both paragraphs in 4 minutes or less, with 4 or fewer typing mistakes.

SI 1.30—fairly easy

39 - 1 Double Read

17 One of the more challenging kinds of work in 10
the office is that of typing data in column form. 20
Known as tabulation, this kind of typing requires 34*
more thought and judgment than do other tasks and 44
so is a welcome break from routine kinds of work. 54

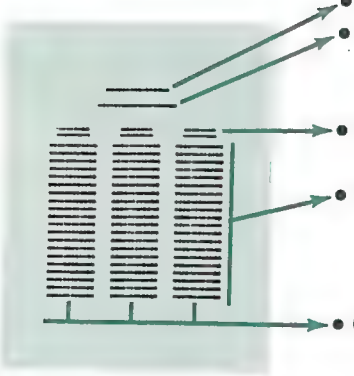
When you stop to analyze how a table is pro- 65
duced, you will see that it is mostly a matter of 75
centering. You pick out the longest item in each 85
column, then back up from the middle of the paper 95
enough to center all those items and to leave six 105
blank spaces between them. You set tab stops, to 115
make it easy to line up the items in each column. 125

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

* Underscore solidly (line 11) unless each word is to be stressed separately (as in line 12). Type the words to be underscored, backspace (if 5 or fewer strokes) or draw the carriage back by hand, and then underscore.

Word count includes triple credit for all underscored material in timed writings.

38-E. Learn to identify the basic parts of a table



- *Title* . . . identifies table; is centered and typed in all capitals.
- *Subtitle* . . . gives more information about table; is centered a double space below title, with principal words capitalized; is not always used; may be arranged on more than one line (if more, the lines are single spaced).
- *Column heads* . . . tell what is in columns; are centered above columns; are preceded by 2 blank lines and followed by 1 blank line.
- *Body* . . . consists of the columns; is centered horizontally, usually with 6 spaces between columns; is commonly single spaced, but may be double spaced or arranged with lines in groups that facilitate horizontal reading of the table.
- *Column* . . . is a listing in a table, including the column head; is considered as wide as the longest item in the column (body *or* head); word columns align at left; number columns align at right.

38-F. Learn basic steps in arranging a simple table

PRELIMINARY STEP. CLEAR THE MACHINE:

Eliminate all tab stops that may already be set and move margin stops to ends of the carriage.

STEP 1. SELECT THE "KEY LINE":

It consists of the longest item in each column, plus 6 spaces for each between-column open area.

STEP 2. SET LEFT MARGIN STOP:

From the middle of the paper, backspace to center the key line; set left margin stop at the point to which you backspace. The backspace-centering is easiest if you backspace for the blank areas first—simply backspace 3 times (half of 6 spaces) for each blank area—and *then* backspace for the pairs of letters in all the longest items combined.

STEP 3. SET TAB STOPS:

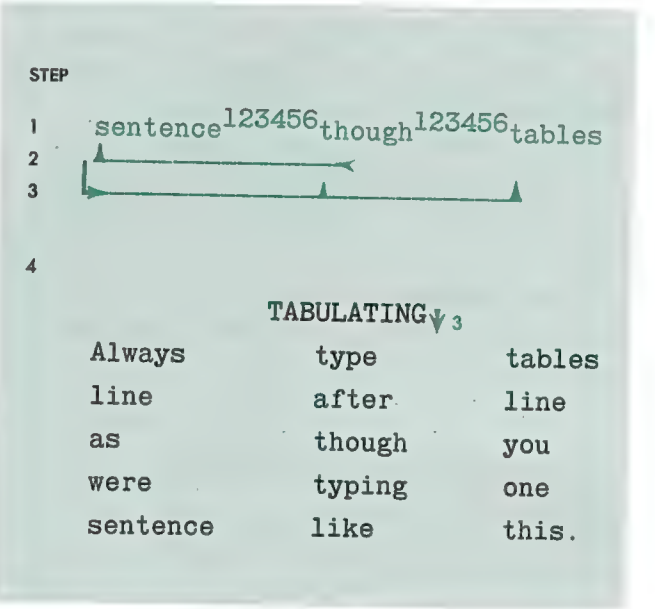
Using the space bar, space across the paper to set a tab stop at the start of each new column.

STEP 4. COMPUTE TOP MARGIN AND INSERT PAPER:

Figure the top margin necessary to center the table vertically. Insert the paper to the appropriate starting line and center the carriage.

Now you are ready to type the table. You back-space-center the title and type it in all capitals, drop down 3 lines, and type the body of the table. To avoid confusion in spacing after heading lines, leave the machine set for single spacing until you are ready to type the body; *then* adjust for double spacing.

PRACTICE 1. Type this short table, centering it in double spacing on a half sheet. Can you complete it correctly in 5 or fewer minutes?



38/39-G. Practice the production of simple tables

GOAL: To finish each table on page 67 in 6 minutes (3 for making machine adjustments and 3 for typing the table) or less, with *no* arrangement errors and with not more than 3 typographical errors.

For each table, use a full sheet of plain paper. Type the title in all capitals and follow it with 2 blank lines. Double space the body. Tabulate from column to column wholly by *touch* control.

When you type any table as a timed writing, note (1) that you start with the carriage centered, ready to backspace-center the title; (2) that you triple space and start over if you finish the copy before time is called; and (3) that the word count credits you with 1 word for each use of the tabulator (as, between columns) and each extra carriage return (as, after a heading line).

Table 1
3-COLUMN TABLE
Paper: full sheet
Spacing: double
Tab stops: 2

TRANSPORTATION TERMS

airline	collision	dunnage	14
automobile	commutation	embargo	21
backhaul	compartments	excursion	30
baggage	consignee	f.o.b.	38
boxcar	consignor	freightage	45
carload	demurrage	gondola	53
carrier	destination	hangars	60
coastwise	drayage	helicopter	68

CENTER (See page 31)

automobile123456compartments123456freightage ← Key Line

Table 2
4-COLUMN TABLE

TRANSPORTATION TERMS

airline	carrier	consignor	excursion	14
automobile	coastwise	demurrage	f.o.b.	24
backhaul	collision	destination	freightage	35
baggage	commutation	drayage	gondola	46
boxcar	compartments	dunnage	hangars	56
carload	consignee	embargo	helicopter	67

CENTER

automobile123456compartments123456destination123456freightage ← Key

Table 3
3-COLUMN TABLE

AVAILABLE BOND ISSUES

Cleveland, City of	5.0%	25 years	14
Grand Rapids, City of	4.5%	18 years	23
Hawaii, State of	4.8%	20 years	33
Pittsburgh, City of	5.0%	25 years	41
Pittsburgh, School District of	4.8%	20 years	52
San Francisco, City of	4.7%	19 years	71

CENTER

Note in column 2 that the % sign is always repeated.

Pittsburgh, School District of123456 5.0%123456 25 years ← Key

LINE: 50
TAB: 5
SPACING: SINGLE
DRILLS: TWICE OR MORE
GOAL: LEARN TO USE COLUMN HEADINGS
STRESS: TOUCH CONTROL

40-A. Type each line two times. Repeat in Lesson 41.

40-B. Type each line twice (manual typists omit lines 7E and 10E; electric typists omit lines 7M and 10M).

Dollar sign ($) is shift of 4 key (manual and electric).

MANUAL ELECTRIC

Cent (¢) key is beside Sem on a manual machine or the shift of 6 on an electric.

Per (or "at") sign is shift of ¢ key (manual) or shift of 2 key (electric).

40-C. Two ways to reinforce the information given here:

(1) Use the Learning Guide on workbook pages 53-54.

(2) Study each column in the tables on pages 69-70.

Then center each column head above the longest item in its column.

40-D. After slow, arduous drills like those above, it is always wise for you to type something easy "to get back in stride." So:

(1) Preview by practicing any one word in each line.

(2) Type the paragraph twice. On the second copy, see if you can finish it in 3 or fewer minutes, with not more than 3 typing errors.

SI 1.21—easy

40-41

Table Typing

40-A. Tune up on these review lines

1 He may go by bus to visit the firm on the island.
2 Jack Mixbye had a powerful zest for quiet living.
3 Orders #10 and #28 made up over 39% of the total.

40-B. Practice three symbol keys you need soon

4 f4f f$f f4f f$f f4$f Pay $4 or $14 or $41 or $44.
5 Buy him the gift for $4 or $5, not for $9 or $10.
6 May thought that $14 was about $4 or $5 too much.

7M ;;; ;¢; ;;; ;¢j ;¢j Pay up to 16¢ or 16½¢ or 17¢.
7E j6j j¢j j6j j¢; j¢; Pay up to 16¢ or 16½¢ or 17¢.
8 We got 6 orders at 16¢, 6 at 16½¢, and 12 at 17¢.
9 Prices were 10¢, 28¢, 39¢, 47¢, and 56¢ per item.

10M ;¢; ;¢@ ;@; ;¢; ;@; We got 12 @ 16¢ and 12 @ 19¢.
10E s2s s2@ s@s s2s s@s We got 12 @ 16¢ and 12 @ 19¢.
11 Order 12 boxes @ 86¢ and another 12 boxes at 87¢.
12 Try to get 10 @ 28¢, 39 @ 47¢, and 56 @ 56¢ each.

40-C. Learn to center a heading above a column

To center a heading over its column, (*a*) note the difference between the length of the heading and the length of the longest item in its column; then (*b*) divide the difference by 2, ignoring fractions, to find how much to indent the shorter line from the start of the longer line. Example:

Juniors	12345	12	Juniors	345
Alice Weller		Alice Weller		

If the column includes a $ sign, it may be counted or ignored, whichever makes the centering easier. Example:

Amount	Amount
$100	$75

40-D. Renew typing fluency on this easy material

13 If you would like to cut down the errors you make, check first on your posture. It is amazing how much the way you sit alters the way you type. Control is what you have when each finger goes up and down the same path, exactly the same path, to jab the key or keys assigned to it; if you change posture, so that the angle of the path is not the same, then the finger gets off the path and makes an error. The majority of mistakes can be traced to moments when you squirmed in your seat, or let your wrists or shoulders sag, or did something to change the pathway your fingers expected to take.

10 20 30 40 50 60 70 80 90 100 110 120

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

40-E. Learn how to produce a table with column heads

A table with column heads is produced almost like simpler tables (as described on page 66):

STEP 1. Select the key line (but note: the longest item in a column may be the column head; if so, the column head is used in the key line).

STEP 2. Backspace-center to set left margin.

STEP 3. Space across to set column tab stops.

STEP 4. Compute top margin and insert paper.

But you must pause *between Steps 3 and 4* to note how many spaces to indent each column head from the start of its column (or, if the column head is wider than its column, to note how many spaces to indent the column from the start of the head). Writing lightly, pencil in each indention reminder, right on the problem copy, so you cannot possibly forget to make each indention. As you type the table and reach the point where each reminder applies, space in accordingly. Study this table:

Table 4

3-COLUMN TABLE
Paper: full sheet
Spacing: double
Tab stops: 2

	A — ACE BOX COMPANY		9
	B	C	D — Years with the Company	10
	Branch	Manager		18
F —	Albuquerque	Irwin F. Massey	E — 12	37
	Atlanta	Earl Lane Simpson	10	39
CENTER →	Dallas	Richard Miller, Jr.	15	50
	Detroit	Gertrude Slattery	7 — G	58
	Los Angeles	Robert Wellerton	13	66
	Miami	Harold H. O'Brian	24	73
				82
				89

THIS TABLE ILLUSTRATES THE FOLLOWING TECHNICALITIES

A. TITLE: Centered, typed in all capitals.
B. COLUMN HEADS: Centered, underscored, capitalized, preceded by 2 blank lines, followed by 1 blank line.
C. ANNOTATIONS: Typist marks on problem copy his reminders of indentions for centering.
D. TWO-LINE COLUMN HEAD: Aligned with other headings at bottom, underscored completely (both lines) and solidly, preceded by 1 blank line if it "clears" the title (by 2 blank lines if it fell under title).
E. TAB SHIFT: When typist reaches start of a narrow column, he clears the heading tab stop and sets a stop at point appropriate to center the column.
F. LINESPACING: Typist uses single spacing through headings; shifts to double spacing for body.
G. NUMBERS: Always aligned at right side; typist spaces in to align shorter number.

40/41-G. Practice production of tables with column heads

GOAL: To produce Tables 4-7 in 6 minutes each (3 for setting margin and tab stops, 3 for typing the table) or less, with *no* arrangement errors and with not more than 3 typographical errors. Center each table on a full sheet, the body double spaced.

When you type any table as a timed writing, note that the word count credits you with 5 strokes (1 word) for each use of the tabulator, each clearing and each resetting of a tab stop, each extra carriage return, and each linespace adjustment. As in other kinds of copy, material that must be underscored or centered is given a triple count.

Table 5

3-COLUMN TABLE
Paper: full sheet
Spacing: double
Tab stops: 2

Note the use of a colon to separate the minutes and seconds in elapsed time.

SIX RECORDS FOR RUNNING A MILE ↓3 *18

20

Record	Runner	Country ↓2
3:54.4	Peter Snell	New Zealand
3:54.5	Herb Elliot	Australia
CENTER→ 3:55.9	Merv Lincoln	Australia
3:57.2	Derek Ibbotson	England
3:57.5	Ron Delaney	Ireland
3:57.5	Murray Halburg	New Zealand

35 36 45 53 61 69 77 85

Table 6

3-COLUMN TABLE

Note the two places where tab stops should be reset.

Note that $ sign is not repeated, but that space is left as though it were.

YEARBOOK BIDS ↓2 8

November 3, 19— ↓3 9 20

22

Company	Quantity and Rate	Amount ↓2
Atlas Printing	2,000 @ $1.50	$3,000
Haber & Haber	2,500 @ 1.40	3,500
Jackson, Inc.	2,000 @ 1.35	2,700
Phillips Printing	2,000 @ 1.38	2,760
Rogers & Sons	2,500 @ 1.30	3,250

43 44 57 68 77 86 95

Table 7

3-COLUMN TABLE

* Count assumes the four make-ready steps (page 66) are taken: stops set, paper inserted to starting line, carriage centered, etc.

DUTY ROSTER, OCTOBER 24 ↓2 14

16

Watch	Officer of the Deck	Junior Officer of the Deck ↓2
0000	Lt Martin	Ens Hughes
0400	Lcdr Greene	Ens Shaw
→ 0800	Lt Foster	Ltjg Carews
1200	Ltjg Young	Ens Krell
1600	Lt Martin	Ens Hughes
2000	Lcdr Greene	Ens Shaw

33 52 53 61 69 76 83 90 97

LINE: 60
TAB: 5
SPACING: DOUBLE
DRILLS: TWICE OR MORE
GOAL: REFRESH SKILL AND REVIEW LETTERS, TABLES

LESSONS

42-43

Review

42-A. Tune up on these review lines

42-A. Type each line twice, hitting the keys sharply. Repeat lines in Lesson 43.

1 She may make the girls do the theme for their eighth panel.
2 Poor Jack was vexed about my long and quite hazy falsehood.
3 We bought the $47 bracelet for $28 and the $56 pin for $39.

42-B. Improve skill on patterned sentence drills

42-B. Type paragraph 9 once, within 2 minutes; proofread the copy. Then:

(1) If you made more than 3 errors, type lines 4-5 three times each; then type 6-7 two times each.

(2) If you made 3 or fewer errors, type lines 4-5 two times each; then type lines 6-7 three times each.

4 Zoe was given pay for that queer black box of jade markers.
5 Kay reviewed the subject before giving Max and Paul a quiz.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12
6 He paid for the world maps and then cut them for the girls.
7 When may Mr. Melvor make the sights for the six new rifles?

42-C. Measure and build your sustained typing skill

42-C. First, scan your copy to satisfy your curiosity about it. Second, practice three or four times each any ONE word in each line.

Then, center a copy on a full sheet OR take two 5-minute writings. GOAL: 35 or more words a minute, with 4 or fewer errors.

SI 1.35—near normal

8 For more than a year now, it has been my pleasure each 12
morning to study the window of a fine jewelry store that is 24
located at the corner where I get my bus. I arrive there a 36
little before eight each morning and have six or seven min- 48
utes to wait before the bus is due. While I wait for it, I 60
study the big display of clocks in the window; it is really 72
quite something to see, with clocks of all sizes and kinds. 84
There are several timepieces that always amaze me. You see 96
no moving parts whatsoever, just the oval faces and pointed 108
hands, somehow suspended in the front corner of the window. 120
9 I have never seen so many clocks in different sizes or 132
shapes as appear there in the display at the jewelry store. 144
You see shelves of small, squatty alarm clocks and two rows 156
of small, slim china clocks shaped exactly like spires of a 168
church. There is a very big display of wrist watches, too. 180
10 One particular clock (a sign explains) is wound by the 192
changes in the weather. That one dumbfounds me, and I have 204
some very real doubts about it. Deep inside I nurture some 216
quiet little prayers that the expert who built that job for 228
us lazy folks must, surely, have put a winding key in some- 240
where as insurance on days when the weather stays the same. 252
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

SUGGESTION: When you are typing line after line of steady copy, concentrate on evenness instead of pushing hard for speed.

A high speed score comes from not losing time. The most common speed cutters are losing the place (from looking up) in the copy and key jams.

42/43-D. Speed up production of letters and tables

Letters 13-14. Review letter typing, pages 57-58; then type Letters 13-14 on workbook letterheads (or plain paper with a line or crease 1½ inches from the top, to represent a letterhead). GOAL: To finish each letter in 5 minutes or less, with 4 or fewer errors.

Tables 8-9. Review table typing, pages 66-70; then center these two tables on full sheets. Use double spacing for the bodies; arrange the columns 6 spaces apart. GOAL: To finish each table in 6 minutes (2-3 for adjustments, 3-4 for typing) with 3 or fewer errors.

Letter 13

BLOCKED LETTER
Paper: letterhead
Body: 90 words
Line: 4 inches
Tab: center
SI: 1.37—normal

NOTE: When something is to be mailed with a letter, type "Enclosure" below your initials as a reminder.

Date | Miss Florence Stahl | Apartment 12-C | 3928 Lakeview Drive | Detroit, Michigan 48213 | Dear Miss Stahl:

Thank you for the recent letter in which you asked about the plays for which you might still be able to obtain tickets for a show in the first week of December.

We are enclosing a list of such plays.

If you wish us to reserve seats for you, please let us know within the next week. It is necessary for you to make a deposit of $1 on each ticket you wish to reserve; we will then hold the ticket or tickets until 24 hours prior to curtain time. | Yours sincerely, | John Clark Williams | Ticket Reservations | URS | Enclosure

Letter 14

BLOCKED LETTER

Date | Mr. John R. Jackson | Hotel Parkview | 4756 East 28 Street | St. Louis, Missouri 63155 | Dear Mr. Jackson:

[*Repeat the body and closing of the letter above.*]

Table 8

3-COLUMN TABLE
Paper: full sheet
Spacing: double

THEATER TICKETS AVAILABLE

For Week of December 3

Play	Star	Price Range
Shadowed Rainbow	Nancy Reeves	$2.40 to $6.80
Seventh Son	Gloria Langley	2.20 to 7.50
Inherit a Plew	Paul Montrose	2.20 to 8.80
Holly Ann, Dear	Ross Willard	4.40 to 8.80
Comedy of Errors	Victor Bennett	1.60 to 4.40
Regretfully So	Janis Prellis	2.20 to 5.50

Table 9

4-COLUMN TABLE
Paper: full sheet
Spacing: double

SUMMARY OF ORDERS

Received on November 18

Cat. Item	Quantity and Rate	Billing	Company
376	160 boxes @ 42¢	$67.20	Phelps, Inc.
376	200 boxes @ 42¢	84.00	Harris & Sons
394	100 units @ 37¢	37.00	Dale-Acme
416	144 boxes @ 46¢	66.24	Stephens Bros.
739	100 reams @ 71¢	71.00	Akron Schools

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: TWICE OR MORE
GOAL: COMPLETE SYMBOL KEYS, LEARN BASICS OF MANUSCRIPT TYPING
STRESS: CORRECT POSTURE

Unit 8. Manuscripts

LESSONS
44-45

Report Typing

44-A. Tune up on these review lines

44-A. Type each line twice. Repeat them in Lesson 45.

They paid for the pen and the box, so I paid for the chair.
Pack my five boxes in with the dozen jugs of brown lacquer.
I phoned rooms 10, 28, 39, and 47 before he phoned room 56.

44-B. Practice the rest of the symbol keys

44-B. Each line twice. If necessary, construct the symbols that you need.

1. Exclamation. If your machine has a top-row *1* key, ! is its shift. Use A-finger to drill *ala!* with F-finger anchored. If you have no *1* key, make the ! by typing a period, backspacing, and typing an apostrophe.

alala ala!a a!a!a Vote for Jones! Vote for Jones! Hurrah!
They counted the seconds: Five! Four! Three! Two! One!

2. Equals. Some machines have = key at the top right of the keyboard, controlled by Sem-finger: ;=;=;. On other machines, make = by typing a hyphen, backspacing, and typing another hyphen with the cylinder turned up slightly.

;=; ;=; ;=; F = 25, A = 30, S = 40, E = 45 (for 3 minutes).

3. Plus. On machines with = key, + is shift of =. Drill: ;=;+;. On other machines, make + by typing a hyphen, backspacing, and intersecting the hyphen with an apostrophe or diagonal (whichever gives the better result).

;=; ;+; ;+; He said to total a + b, then b + c, then c + d.
if a + b = 25 and b + c = 45, could a = 10, b = 15, c = 30?

4. Asterisk. The asterisk (*) is the shift of either the hyphen (drill: ;-;*;) or of the 8 key (drill: *k8k*k*), depending on the make of machine.

John Wilson* used an asterisk (*) in a number of footnotes.

44-C. Regain fluency on easy paragraph material

44-C. To get back in full stride and maybe pick up some extra speed, type each paragraph twice. Or, even better, make two attempts to finish each paragraph in 2 minutes or less within 3 errors, followed by a 5-minute writing in which you set a new speed record (but do it within 4 errors!).

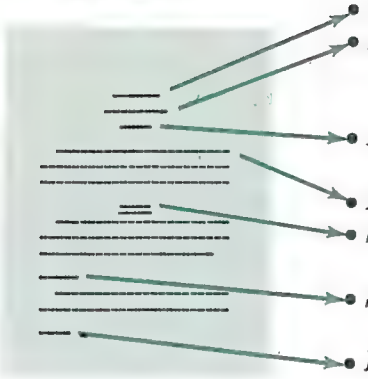
SI 1.00—very easy

All through the lunch hour, we sat there and played an 12
old quiz game that Mike had found in a box of junk that his 24
dad had thrown out. The game was a lot of fun, too; but we 36
got tired of that, of course. The rain kept on. Dave came 48
up with a game he had found in some old book; we tried this 60
one for a while, too. We were glad to see the sun at last. 72

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

Once in a blue moon, it is good to get up at the crack 12
of dawn and watch the world wake up. You see the sun break 24
through the shades and mist of night and gleam on the drops 36
of dew that weigh down the leaves and the grass; and as you 48
look, the leaves lift up and the grass turns straight while 60
the dew fades and dries in the first soft breath of breeze. 72

44-D. Learn to identify the basic parts of a short manuscript



- *Title* . . . identifies manuscript; is centered and typed in all capitals.
- *Subtitle* . . . tells more about manuscript; is centered a double space below title, with first and principal words capitalized; may require more than one line (single spaced).
- *By-line* . . . "By" and name of author; may be single spaced with subtitle lines or may be displayed separately, preceded by 1 blank line.
- *Body* . . . separated from heading by 2 blank lines; 5-space indentions.
- *Subheading* . . . principal subdivision; centered and underscored, with first and principal words capitalized; preceded by 2 blank lines.
- *Sideheading* . . . important subdivision; may be underscored capital and small letters, but usually all caps; preceded by 2 blank lines.
- *Balance line* . . . something (date, reference, etc.) added at bottom to stretch manuscript when it is too short or too high on the page.

44-E. Learn basic procedures in positioning short manuscripts

MECHANICAL OPERATIONS

Tab stops. Always set two—one for the standard 5-space paragraph indention and one for use in repositioning the carriage for centering lines.

Spacing. As when typing tabulations, set the machine for single spacing until you begin the body.

Extraspacing. To leave one additional blank line when the machine is set for double spacing, turn up the paper one line by hand (turn the right cylinder knob) *before* returning the carriage.

Bottom guard. Typists usually pencil two very light lines (later erased) near the bottom of the paper: one to mark where the last line of typing could go and a cautionary signal an inch higher. Or, they use a *visual guide*—a sheet on which the four margins are ruled; placed under the paper on which you will type, the ruled lines show through to guide you visually in margin observance. Your workbook has a visual guide to use in this unit.

Placement plans. The two common ways of positioning material are *by centering* and *by formula.*

1. PLACEMENT BY CENTERING

The final typing of a short manuscript is usually a *retyping* of a preliminary draft; with the draft at hand for use as the basis of figuring, the typist can readily center it just as he centers any block of lines: He counts lines and computes the appropriate top margin; then he selects an *average full-length line* and backspace-centers this line to determine where to set the margins.

2. PLACEMENT BY FORMULA

When a manuscript is composed directly at the machine or when the preliminary draft is inadequate for centering (if written by hand, for example), the typist follows this formula:

Top margin, 2 inches (he starts on line 13).

Line length and spacing depend on the amount of material in the manuscript:

Under 200 words: 5-inch line; double space
200 - 300 words: 6-inch line; double space
Above 300 words: 6-inch line; single space

Bottom margin, 2 inches when a 5-inch line is used, 1½ inches when a 6-inch line is used. *If the copy is too long,* continue it on another page or retype it higher on the page. *If the copy is too short* (too high on the page), type a "balance line" (date, assignment number, etc.) near the bottom to give the page proper balance.

44/45-F. Practice the production of short manuscripts

GOAL: To finish each manuscript on pages 75-76 in 10 minutes (3-4 for studying the problem and making machine adjustments, 6-7 for typing the work) or less, with *no* arrangement errors, and with not more than 4 typographical errors.

Note that each manuscript is to be typed twice: first by formula, *including a balance line* about 2 inches from the bottom, with the use of the visual guides, workbook pages 59-60; and then by centering, *without a balance line,* using your first copy for figuring the centering adjustments. Use plain paper and appropriate line length and spacing.

The word count credits you fully for all centering, indenting, and other required operations.

Manuscript 1
Manuscript 2

ONE-PAGE REPORT
Shown: in pica
Body: 109 words
SI: 1.41—normal
Copies: 2 (directions, page 74)

NOTE: Substitute your teacher's name for "Mr. Strang" and your name for "Jean L. Worth."

ONE-PAGE REPORTS ← TITLE 10

11

A Report to Mr. Strang ← SUBTITLE 26

By Jean L. Worth ↓3 ← BY-LINE 38

40

This report is designed to show how a one-page 51

report should be arranged. ↓3 57

58

SIDEHEADING → HEADINGS 60

Business asks that a report be identified by a 70

heading (what, to whom, by whom) and by sideheadings 81

that classify the contents at a glance. 89

90

MARGINS AND SPACING 94

The top margin is 2 inches (but can be less). 104

The common line lengths are: 110

Under 200 words: 5 inches, double spaced 121

200 - 300 words: 6 inches, double spaced 130

Above 300 words: 6 inches, single spaced 140

142

BALANCE LINE 145

If a report is so short that it looks high on 155

the page, the typist writes something (date, for in- 166

stance) 2 inches from the bottom at either margin. ↓2 176

177

BALANCE LINE → November 15, 19-- 180

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

One-Page Report with Sideheadings

Manuscript 3
Manuscript 4

ONE-PAGE REPORT 45
Shown: in elite
Body: 137 words
SI: 1.34—fairly easy
Copies: 2 (directions, page 74)

CHANGING THE LENGTH 12

A Report to ~~Mr. Strang~~ Mrs. Helms 13 28

By Jean L. Worth 40

Vicki R. Blackmon 10 42

It is possible for the typist to make a report look long 55
or look short. It is a matter of using headings that do or 67
do not take extra space. 72

73

TO STRETCH A REPORT 77

To make a report look long, the typist may use sidehead- 61 89
ings or centered subheadings. Each of these occupies a line, 102
is preceded by two blank lines, and is followed by one blank 114
line—four lines in all. 119

120

TO CONDENSE A REPORT 124

To make a report look short, the typist will change to 136
"paragraph headings," which take no extra space at all, as 148
shown in these two: 152

PARAGRAPH HEADINGS

Point 1. Paragraph headings are indented the same five 167
spaces as other paragraphs. 173

Point 2. To make them stand out clearly, such headings 188
are underscored. 192

November 16, 19— 197

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

One-Page Report with Paragraph Headings

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: TWICE OR MORE
GOAL: TYPE ENUMERATIONS BY TABULAR TOUCH
STRESS: EYES ON COPY

LESSONS

46-47

Enumerations

46-A. Tune up on these review lines

46-A. Each line two or more times. Repeat in Lesson 47.

1 Pamela works for us but may wish to work for the city firm.
2 Paul said Buzz and Jack might quit five or six weeks early.
3 If you add 10, 28, 39, 47, and 56, the total should be 180.

46-B. Learn to construct special characters

46-B. Type an experimental copy of each example; then, each three times on a line.

"times":	4	What is 2 x 2?	.....expressed by small letter *x*.
"equals":	5	12 x 12 = 144.	...two hyphens, one below the other (*turn roll by hand*).
"minus":	6	106 - 14 = 92.	.....a single hyphen or a raised underscore.
"divided by":	7	144 ÷ 12 = 12.	.....hyphen intersected by the colon.
"plus":	8	92 + 14 = 106.	.....hyphen intersected by one or more apostrophes.
"degrees":	9	Freeze at 32°.	.....small letter *o*, raised slightly (*turn roll by hand*).
superior figures:	10	4^3 x 5^2 = 39^a.	....type number or letter above line (*turn roll by hand*).
inferior figures:	11	H_2O is liquid.	....type number or letter below line (*turn roll by hand*).
military "zero":	12	Leave at 18ØØ.	.....*Ø*, intersected by a diagonal.
"brackets":	13	He [Williams].	.....diagonals, with underscores facing inside.
roman numerals:	14	Chapter XLVII.	.....capitals of *I*, *V*, *X*, *L*, *C*, and *M*.

46-C. Renew typing fluency on these speed sentences

46-C. Type each line two times; then type all lines straight through once more.

OR, take five consecutive 1-minute writings (that is, a 5-minute writing with a 10-second rest after every minute); and then take one unbroken 5-minute writing (but with each minute called off so you can see if you are keeping up with the pace set previously).

GOAL: To set new speed record within 4 errors.

SI 1.00—very easy

15	When can we two men find time to see those four firms?	11
16	I do not seem to have done my share at the old school.	22
17	He may call him back and ask him to work with us soon.	33
18	Both the men we met on the street came here to see us.	44
19	We should ask him to come to the club for a golf game.	55
20	One rich man said he would come down here if he could.	66
21	It is time for us and the right men to leave for town.	77
22	I could make it to class if I could get back by eight.	88
23	Both of us would like to roam by the side of the lake.	99
24	I was to have been there at one, but got there at two.	110
25	We might get the stuff out on time if we work all day.	121
26	One of them should be here to help you with the sales.	132
27	You ought to pay the state tax by check on the eighth.	143
28	How much do you plan to pay me for the desk and chair?	154

46/47-D. Prepare a summary of manuscript enumerations

Using plain paper or workbook pages 61-64, type Manuscripts 5-8 as a four-page project to illustrate forms of enumerations. GOAL: To complete each manuscript in 10 minutes (3-4 to prepare for the assignment; 6-7 to produce it) or less, with *no* arrangement errors and 4 or fewer other errors.

Manuscript 5

ONE-PAGE REPORT
Paper: full sheet
Plan: by formula
Body: 117 words
SI: 1.45—high normal

ENUMERATIONS | A Report to Mr. Strang | By Jean L. Worth | 34

An enumeration is a series of steps or items whose exact se- 50
quence is shown by numbers, letters, alphabetic arrangement, 62
or other means. 65

FOUR STYLES | Style 1 is illustrated by this and the following 81
three paragraphs. 85

Style 2 is one in which numbers or letters are typed at the 101
margin, with all other copy indented in one tabular step of 114
either three or four spaces. 120

Style 3 is the outline form in which the copy is typed in 135
tabular steps of four spaces each. 142

Style 4 is the kind used in book and article listings: alpha- 159
betic by last name of first author. 166

SPACING | Any of the four styles may be arranged either in 179
single or in double spacing. | Balance line? 190

Manuscript 6

ENUMERATION
Paper: full sheet
Plan: center an exact copy
SI: 1.41—normal

LISTED ENUMERATIONS 12

13

14

1. Any series of numbered items may be classified 24
as an "enumeration"; to most persons, however, 34
the word means a displayed listing like this 44
one, with numbers standing out at the left. 54

55

2. The numbers are typed at the margin. The word 65
copy is aligned after the period and space that 76
follow the number. A tab stop is set to help 86
align the "run over" lines of copy. 95

96

CENTER → 3. If most items take one line or less, they are 106
single spaced with no blank lines left between 116
them; one space follows the period. 124

125

4. If most listed items fill more than one line, 135
all are single spaced with one blank line left 146
between items; two spaces follow the period. 156

157

5. The periods must align. When the figures run 167
to 10 or more, the typist must space in once 177
before typing each figure, 1 through 9. 186

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

These are the basic rules; they are not applied to the unique displays of listings.

Manuscript 7

OUTLINE
Paper: full sheet
Plan: center an exact copy
SI: 1.44—normal

TYPING AN OUTLINE

I. MARGINS

A. Set margin stops to center the average full line, allowing for the first roman numeral.
B. Center the outline vertically. ↓3

II. INDENTIONS ↓2

A. Steps are indented 4 spaces each.
1. Set several tab stops 4 spaces apart.
2. Indent similar parts in similar steps.
B. Guide letters or numbers precede the steps.
1. Follow each guide with a period.
2. Space twice after the period.
C. For roman numerals that take more than one space, use the margin release and backspace from the left margin stop.

III. SPACING

A. Put 2 blank lines before an all-caps line.
B. Put 1 blank line after an all-caps line.
C. Single or double space all the other lines, but be consistent in which you use.

CENTER→

Many typists follow this simple rule: Double space all lines in an outline except "run over" lines.

Manuscript 8

BIBLIOGRAPHY
Paper: full sheet
Plan: center an exact copy
SI: 1.41—normal

BIBLIOGRAPHY ↓3

A. Books ↓2

Book by 1 author — Ames, James Hill. The Colonials, Rebels. Boston: Cole Press, 1962.

Book by 2 authors — Barr, Ruth L.; and Blaine, Max H. Background of The Flag. New York: McGraw-Hill, 1963.

Government publication — U. S. Bureau of the Census. Eighteenth Census of the United States, 1960. Washington: Government Printing Office, 1961. ↓3

B. Magazine Articles

Article by 1 author — Hughes, Anne Mae. "Paul Revere, Man on a Horse," Newsweek (August 12, 1963), pp. 16-17.

Article by 3 authors — Krell, John F.; Chan, Lee Ki; and Wilbert, Anne F. "John Adams Said So," Journal of History (June, 1962), pp. 216-232.

LINE: 60
TAB: 4 AND CENTER
SPACING: SINGLE
DRILLS: TWICE OR MORE
GOAL: REVIEW LETTERS, TABLES, MANUSCRIPTS
STRESS: ALERTNESS

LESSONS

48-49

Review

48-A. Tune up on these review lines

48-A. Lines twice—or more if you falter! Repeat the lines in Lesson 49, too.

When did he go to the city and pay them for the world maps?
Max had a zest for quiet living and placed work before joy.
At 39:00 & 28:00 & 47:00 & 56:00 & 10:00 & (THEME) (ANNCR:)

48-B. Improve control of the number keys

48-B. Lines twice. Speed up on each repetition. To build confidence in number control, force yourself to keep your eyes on the copy!

we 23 or 94 to 59 up 70 ye 63 it 85 re 43 ow 92 pi 08 et 35
wee 233 you 697 try 546 pet 035 wit 285 our 974 tee 533 533
weep 2330 true 5473 wore 2943 type 5603 wipe 2803 purr 0744
wet 235 tie 583 out 975 yet 635 ore 943 pup 070 tot 595 595

48-C. Sustain your skill in production typing

48-C. Make an exact, line-for-line copy of the letter, without pausing or raising your eyes a single time.

Or, take a 5-minute writing on it; start with carriage at right margin, ready to pivot today's date. If you finish before time is called, double space and start over (begin with date).

GOAL: A copy in 5 minutes, with 4 or fewer errors.

Current date 12

Mr. Wayne F. Potter 20
Potter & Vince, Inc. 24
3910 Madison Avenue 28
New York, New York 10028 34

Dear Wayne: 37

We are pleased to approve your campaign plan for the next 50
radio series, but with the following two changes: 60

1. We wish to strengthen the commercial at the end of the 73
tenth broadcast. We are enclosing a proposed revision. 85

2. We wish to drop the two Ohio stations from the plan, 98
for we have no dealers in that state. The revised list 110
of stations is also enclosed. 117

Please let me know when you have received this note. I 129
shall be eager to hear what you have to say about the new 141
script! 143

Sincerely yours, 149
152
Paul Ness Trent 157

urs 159
2 Enclosures 162

Letter 15

BLOCKED LETTER WITH ENUMERATION
Paper: letterhead
Tab: 4 and center
Line: 4 inches (not as shown!)
Body: 92 words
SI: 1.33—fairly easy

When a letter has more than one enclosure, use correct number and "Enclosures."

48/49-D. Speed up production of a letter and enclosure

Review letter typing, pages 57-58, then type Letter 15 on a workbook letterhead page. Review tabulation, pages 66-70; then type Table 10 on a full sheet of plain paper. Review enumerations, pages 78-79; then type Manuscript 9 on a full sheet, too.

GOAL: To complete each assignment within 4 errors and 5 minutes from when the paper is inserted.

Table 10

4-COLUMN TABLE
Paper: plain, full sheet
Spacing: single, with items in 3-line groups

THE MONARCH CAMPAIGN (REVISED)

First Quarter, 19--

Station	City	A. M.	P. M.
WOK	Albany	7:15	6:30
WGS	Atlanta	7:30	7:00
WCA	Baltimore	6:59	7:30
WKB	Buffalo	7:20	7:30
WCS	Charleston	7:00	7:45
WGI	Greensboro	7:30	7:15
WDR	Hartford	6:45	6:45
KQV	Pittsburgh	7:00	6:55
WPR	Providence	7:45	6:45
WRV	Richmond	7:00	7:15
WTO	Savannah	6:55	7:05
WFB	Syracuse	7:00	7:00

CENTER

Leaving a blank line after every three lines makes it easier to read a long table.

Manuscript 9

RADIO SCRIPT
Paper: plain, full sheet
Spacing: double
Tab: 10 spaces in from margin
Copies: one exact copy

SCRIPT 10 (REVISED)

Music (Theme)

Anncr Your typing tip for today—

Music (Up and fade on theme)

Anncr —from Monarch, the Portable for today!

Music (Up and fade into . . .)

Mary Ralph, get out the Monarch for me, will you?

Ralph Sure, honey. (Sound) Here he is, Monnie, good old Monnie. (Sound of opening case)

CENTER Mary Hey, don't take the machine out of the case! Just unhook the cover!

Ralph Hey yourself! You SHOULD take any portable out of its case when you want to type!

Anncr Ralph is right, Mary. Never leave your portable in its carrying case. Remember: "To keep a portable from starting to skid, Take it out of the case and out of the lid!"

Music (Theme)

A script is an enumeration by cues, isn't it! Options: (1) The "cue keys" at the margin may be in all caps, and they may be followed by colons. (2) The material in parentheses may be typed in all caps.

Test 2-A

5-MINUTE WRITING ON PARAGRAPHS
Paper: workbook page 71; or plain
Line: 60
Tab: paragraph
Spacing: double
Start: machine set, carriage at margin
Grade: box below
SI: 1.34—fairly easy

5-MINUTE SPEED WITHIN 4 ERRORS*

40-up wam ..... A
35-39 wam ..... B
25-34 wam C
20-24 wam ..... D

* If more than 4 errors are made, compute the speed on what is typed before the fifth error.

Test 2-B (Manuscript 10)

5-MINUTE WRITING ON AN ENUMERATION
Paper: workbook page 72; or plain
Center exact copy
Tab: for overruns
Start: machine set, carriage centered
Grade: box above
SI: 1.31—fairly easy

LESSON

Progress Test on Part Two

50

Test 2

So you like to hike the trail, do you, and camp in the woods and fish in the lakes and cook over open fires! Then you are one of legions who have that idea. It's been estimated that some five million families took such a "four for the price of one" vacation last summer. The national parks themselves had a total of more than thirty million campers.

One of the things that surprise us all over again each year is the variety of shelters that vacation campers bring with them, ranging from a simple pup tent to a big imported camping trailer. The most popular type of tent is probably the umbrella tent, with its four corner poles; at least, we see more of this kind than of any other kind. The umbrella comes in two sizes, the 10 by 10 for four people and the 12 by 12 for five people. It is easy to put up and even looks nice, for it has a canopy that serves to roof a front porch or kitchen for you. It is usually equipped with a floor of canvas and screens for door and windows. [START OVER]

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

CARE OF THE MACHINE

1. Daily: Clean the type faces by brushing them with a stiff brush or by using some commercial product made for the purpose.
2. Daily: Dust the machine carefully, using a long-handled brush to whisk out the inside and a soft cloth to wipe off the outside.
3. Daily: Wipe off the desk, being sure to wipe under the machine as well as around it.
4. Daily: Keep machine covered when not in use.
5. Weekly: Wipe the carriage rails with a soft cloth that has been dampened in oil. Do not put oil directly on any part of the machine.
6. Monthly: Wipe the cylinder with a soft cloth that has been dampened in alcohol. [START OVER]

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

If preferred, Tests 2-B, 2-C, and 2-D may each be centered on a page (time: 10 minutes each) and then checked for penalties (Penalty Scale); the total penalty then graded on the Grading Scale.

PENALTY SCALE

—3 for each major error (top margin, line length, line-spacing, general correctness of form, etc.)
—2 for each minor error (blocking, aligning, centering, indenting, etc., of individual parts of the job)
—1 for each typographical error

GRADING SCALE

0-1 PENALTY ..... A
2-3 PENALTY ..... B
4-6 PENALTY C
7-8 PENALTY ..... D

Test 2-C
Table 11

5-MINUTE WRITING ON A TABULATION
Paper: workbook page 73; or plain
Center the table
Spacing: double
Start: machine set, carriage centered
Grade: box below

start on line 23

5-MINUTE SPEED WITHIN 4 ERRORS*
40-up wam ..... A
35-39 wam ..... B
25-34 wam C
20-24 wam ..... D
* If more than 4 errors are made, compute the speed on what is typed before the fifth error.

BASIC RATING PLAN FOR TIMED WRITINGS 18 22
Five Minutes Within Four Errors 15 43

Speeds	Lesson 25	Lesson 50	Lesson 75	
				69
15–19 wam	Fair	Under Par	Under Par	81
20–24 wam	Average	Fair	Under Par	90
25–29 wam 15	Average	Average 15	Fair	99
30–34 wam	Superior 15	Average	Average	109
35–39 wam	Excellent	Superior	Average	120
40–44 wam	Excellent	Excellent	Superior	131
45–49 wam	Excellent	Excellent	Excellent	142
50–up wam	Excellent	Excellent	Excellent	152

Key line 27 bk.

[START OVER]

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11

Test 2-D
Letter 16

5-MINUTE WRITING ON A LETTER
Paper: workbook page 74; or plain
Style: blocked
Tabs: center, 4
Start: machine set, carriage ready to pivot the date
Caution: use correct line and spacing; need initials and enclosure note
Body: 98 words
Grading: box above
SI: 1.36—normal

August , 1974
Today's date 12

Mr. Carl S. Norman 20
The Norman Press, Inc. 24
3947 Fourth Street 29
Louisville, Kentucky 40201 34

Dear Mr. Norman: 39

Please let us know what you would charge to print the 51
two displays that I enclose. Details of these two jobs 62
are as follows: 65

1. We require 5,000 copies of each job. 75
2. The table should be set in type styles suitable for 88
display in a dark green ink on a light green card, 99
6 by 4. 101
3. The listing would be set in a similar type size and 114
displayed in dark brown ink on a buff or a tan card, 124
6 by 4. 127

We would ask for assurance that the cards could be de- 139
livered before January 3. 144

Yours truly, 150

Dexter K. Lynch 158

Closing lines [START OVER] 162

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11

3 SKILL BUILDING • CARDS AND LETTER DISPLAY • FORMS • REPORTS

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: THREE TIMES EACH
GOAL: TO BOOST BOTH SPEED AND CONTROL
STRESS: CORRECT POSTURE

Unit 9. Skill Development

LESSONS
51-52

Skill Drive

51-A. Tune up on these easy lines

51-A. Ripple through lines 1-3 three times each. Try to keep your palms low, but not touching the machine. Repeat in Lesson 52, too.

1 duel rich town pale odor name melt lamb kept cork irks hang
2 Inez says Jack played a very quiet game of bridge with Rex.
3 Did the Halls move to 1028 39th Street or 3947 56th Street?

51-B. Measure and improve your skill

51-B. To define practice needs, type a double-spaced copy and then proofread it carefully. GOAL: To finish it in 3 minutes or less.

Should you make 4 or more typing errors, your goal in Lesson 51 is ACCURACY.

Should you make 3 or fewer typing errors, it is SPEED.

4 If you ever get a chance to observe the technique of a 12
truly expert typist, listen to the sound of his typing. It 24
is certain to have a steady flow that seems to waver within 36
a span of a dozen words a minute. When the going is rough, 48
which is to say that the copy is difficult, he drops to his 60
easy pace, which sounds like a jog trot; but when the going 72
is smooth and easy like this turn of words is, he speeds up 84
like a driver turning out to pass another car on a highway. 96
The trick lies in not speeding up or slowing down too much. 108
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

51-C. Improve control of A, B, C, D, E

51-C. Practice to achieve your improvement goal:

ACCURACY: The whole group of lines three times.

SPEED: Individually, each drill line three times.

SI 1.31—fairly easy

5 aaa All aaa aid aaa alas aaa apart aaa salad aaa appeal aaa
6 bbb But fbf bit fbf blob fbf blurb fbf abbot fbf bubble bbb
7 ccc Can dcd cue dcd corn dcd clock dcd click dcd clinic ccc
8 ddd Did ddd dye ddd dude ddd dried ddd idled ddd muddle ddd
9 eee End ded eye ded heel ded elves ded tense ded eleven eee
10 When library books are due back, please take care that 12
they get back, because dedicated readers may be waiting for 24
their chance at them. Anyone can get a book back when due. 36
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

51-D. Improve control of F, G, H, I, J

51-D. Type to reach your skill-improvement goal:

ACCURACY: The whole group of lines three times.

SPEED: Each drill line, individually, three times.

SI 1.32—fairly easy

11 fff For fff off fff buff fff fifth fff fifty fff affair fff
12 ggg Got fgf log fgf gong fgf going fgf soggy fgf groggy fgf
13 hhh Hot jhj the jhj high jhj which jhj hunch jhj higher jhj
14 iii Ink kik did kik Mimi kik visit kik mimic kik liquid kik
15 jjj Job jjj joy jjj just jjj major jjj jewel jjj justly jjj
16 Judge Joy may have just as much fun going to the fifth 12
annual affair as Major Hughes. Fifty to fifty-five mimics, 24
I hear, are going to join a gang of kids and serve liquids. 36
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

51-E. Type to reach your skill-improvement goal:

ACCURACY: The whole group of lines three times.

SPEED: Each drill line, individually, three times.

SI 1.32—fairly easy

51-E. Improve control of K, L, M, N, O

17 kkk Key kkk eke kkk kick kkk knick kkk knack kkk knocks kkk

18 lll Lay lll all lll will lll level lll allot lll little lll

19 mmm Map jmj jam jmj maim jmj mimic jmj madam jmj moment mmm

20 nnn Nay jnj nag jnj nine jnj inner jnj anent jnj winnow nnn

21 ooo Oak lol own lol odor lol motor lol moron lol follow ooo

22 Oliver King may not like lemons or lemons may not like 12

him, but my dollars will take even money that Mr. King will 24

not balk at eating lemon meringue pie like my mother makes. 36

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

51-F. To confirm progress in Lesson 51 and to set your goal for Lesson 52, repeat 51-B, page 85.

51-F. Make an interim progress check

52-A. The numbers within parentheses refer to the numbered machine parts that are shown on pages 2-5. Machines vary;so:

(1) Type a solid line of underscores; how much space, if any, shows between the line and aligning scale?

(2) Check whether variable spacer on your machine (the button in the left cylinder knob) must be pressed in or, on some models, pulled out to adjust line of writing.

(3) Determine how to adjust the ribbon control so that the ribbon is disengaged (to set it for stencil). A typical arrangement:

TOP
MIDDLE
BOTTOM
STENCIL

52-A. Learn to type on and center on a line

STEP 1. Adjust the paper to place the line in the position that a line of underscores would occupy.

To loosen the paper while you adjust it, use the paper release (24).

To turn the paper slightly up or down, turn the left cylinder knob while the palm of your left hand presses the variable spacer (43, the button in the left cylinder knob).

To test the position of the line, type one *light* underscore stroke with the ribbon-control lever (35) set for stencil (disengaged).

Too Low
Too High
Just Right

STEP 2. Determine how many spaces to indent the typing from the start of the line: set the carriage at the start of the line; tap the space bar once for each space the typed line will fill; then (counting strokes) continue spacing to the end of the line to find how many spaces remain to be divided around the name.

? John Jones ?
John Jones12345678
1234John Jones5678

PRACTICE. Draw 10 straight lines, varying from 3 to 4 inches long, on a sheet of paper. Insert the paper and center your name on each line.

52-B. Type to your goal as redefined in 51-F, above.

ACCURACY: The whole group of lines three times.

SPEED: Each drill line, individually, three times.

SI 1.34—fairly easy

52-B. Improve control of P, Q, R, S, T

23 ppp Pay ;p; pen ;p; prop ;p; upper ;p; paper ;p; prompt ppp

24 qqq Que aqa qui aqa quit aqa quell aqa queen aqa quaint qqq

25 rrr Roy frf rug frf roar frf error frf carry frf repair rrr

26 sss Sue sws sis sws loss sws sales sws issue sws system sss

27 ttt Tom ftf tot ftf mutt ftf title ftf total ftf static ttt

28 Roy stated that he thought aqua paper was pretty. Sue 12

says statistics show that total sales of white paper do far 24

surpass aqua sales. Queen plans to get six quires of aqua. 36

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

52-C. Practice to achieve your improvement goal.

ACCURACY: The whole group of lines three times.

SPEED: Each drill line, individually, three times.

SI 1.51—fairly rough

52-C. Improve control of U, V, W, X, Y, Z

29 uuu Use juj ups juj dual juj usual juj usury juj unused uuu
30 vvv Vow fvf vie fvf view fvf vivid fvf valve fvf velvet vvv
31 www Why sws two sws wavy sws which sws would sws wigwam www
32 xxx Six sxs box sxs next sxs taxis sxs index sxs extras xxx
33 yyy You jyj yet jyj year jyj yearn jyj yards jyj heyday yyy
34 zzz Zip aza zoo aza zone aza zeros aza azure aza zigzag zzz

35 Zimmy will amaze you, I know, with his unusually even, 12
speedy typing. Six or seven times every week, he types for 24
an extra hour or two to very even music, to improve rhythm. 36
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

52-D. Type to your goal:
ACCURACY: The whole group of lines three times.

SPEED: Each drill line, individually, three times.

One-hand words:

"ed" words:

Double letters:

Alternate-hand words:

52-D. Speed up on downhill preview words

36 betters brash only zest seat upon were ever you at no be in
37 directed precede hailed raised failed pledge named tried ed
38 affectionate installed college recall issue guess good door
39 problem social worms right them duty than clan they own the

52-E. To measure your skill improvement, follow either of these two schedules: (1) Type paragraph 40 two times.

GOAL: To finish either copy within 5 or fewer minutes and with not more than 4 typing errors.

(2) Or, take two 5-minute writings on the article.

GOAL: 35 or more words a minute, within 4 errors. (Record the better score.)

In either case, use a tab-5 paragraph indention and double space the copy.

SI 1.34—nearly normal

IDEA: Use both paragraphs for stretching your skill, not for testing your skill:

(1) Take a 5-minute timing with a 10-second rest after each of the minutes; then,

(2) Take a 5-minute timing without rests but with the minutes called off, so that you can see whether or not you are staying on pace.

52-E. Measure your skill in sustained writing

40 When I was a college boy and a pledge to a fraternity, 12
the good brothers had a number of rules by which they tried 24
to acquaint us unworthy ones with the right paths of social 36
behavior. There was a rule, for example, that no one of us 48
worms, as we were affectionately named, should ever precede 60
one of our betters, and you can guess who were our betters, 72
through a doorway but rather were directed to open the door 84
and hold it open as a gesture of love and service. The one 96
who failed in this duty would be hailed before the tribunal 108
and instructed in manners with a justice and zest that went 120
at once to the heart, or the seat, of the problem. I still 132
tingle each time I hold the door open for my own fair lady. 144

41 Well, one day the college installed a lot of revolving 156
doors at its many entrances and exits. Can you imagine the 168
problem that this made for the fraternal clan? These doors 180
were very heavy, and it was next to impossible to push them 192
without going through them. If any of us worms had to open 204
the door by pushing it, he then had to precede his superior 216
through the doorway. Always a brash person, I was the worm 228
who raised the issue; and I spoke more eloquently about the 240
subject than a worm should, as I recall painfully. 250
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: THREE TIMES EACH
GOAL: BOOST SKILL
STRESS: KEEPING BACKS OF HANDS FLAT

LESSONS

53–54

Skill Drive

53-A. Tune up on these easy lines

53-A. Set a smooth pace on line 1; then hold the pace on lines 2 and 3. Repeat this warmup in Lesson 54.

1 paid firm born hand pair land burn busy form half soap sigh
2 Five or six dozen clubs may sign up with Karl for jonquils.
3 Did it happen on May 10, 1956; May 3, 1947; or May 1, 1928?

53-B. Measure and improve your skill

53-B. To define practice needs, type a double-spaced copy; then proofread it carefully. GOAL: To finish it in 3 minutes or less.

If you make 3 or more typing errors, your practice goal in Lesson 53 is ACCURACY.

If you make 2 or fewer typing errors, your goal is SPEED.

SI 1.37—normal

4 About the time when our parents were children, two out 12
of ten American citizens lived in a city. The others lived 24
on farms or in small towns where most people lived in homes 36
with lawns, knew each other well, and enjoyed an atmosphere 48
of quiet calm. The picture has changed today; seven out of 60
ten now live in cities or close to them, not because cities 72
are better places in which to live but because there exists 84
in the urban centers something that mechanization has taken 96
from the farm and the forest: the chance to make a living. 108
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

53-C. Improve control of sideway motions

53-C. Type to reach your practice goal, with special attention to keeping wrists from swinging in and out.

ACCURACY: The whole group of lines three times.

SPEED: Each drill line, individually, three times.

SI 1.54—difficult

5 AFA affix afar ARA arrow rain ATA attic data AGA again saga
6 LJL jural jell LUL lucid dull LYL slyly duly LHL lathe hall
7 ABA papal baby AVA avail vain ZGZ graze gaze QTQ quiet quit
8 LNL banal only LML balms melt PHP graph soph PYP happy pure

9 The photographer tried an hour to get the baby to look 12
happy and sit quietly. He finally got a dull photograph of 24
the baby gazing stupidly, slyly, at an array of jelly jars. 36
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

53-D. Improve control of vertical motions

53-D. Type to reach your goal; keep hands quiet—don't let them bounce!

ACCURACY: The whole group of lines three times.

SPEED: Each drill line, individually, three times.

SI 1.30—fairly easy

10 BTB baton tubs BRB bribe ribs CTC catch tact CRC crack rich
11 NYN money yank NUN nutty unit MYM maybe hymn MUM mummy bump
12 XEX vexed exit XWX waxen waxy ZEZ dozen maze BEB begin ebbs
13 NIN ninth nine NON north once MIM mimic rims MOM month some

14 Monty may bring a bunch of records to give as our door 12
prize on the ninth. At the next meeting, maybe someone can 24
bring us six extra boxes of candy or crackers or something. 36
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

53-E. Type to reach your practice goal, with very special attention given to continuity—don't let the copy break your rhythm.

ACCURACY: The whole group of lines three times.

SPEED: Each drill line, individually, three times.

SI 1.32—fairly easy

53-E. Improve control of one-hand words

15 effect minion after knoll zest only fear pool gab him at no
16 limply agreed hilly wages lion were puny safe you bad up be
17 feared lumpy, extra union gate milk fast lily car hop as in
18 pinion accede pylon trace junk fees link rate joy was no we
19 dreads nylon, cases join; ease pill test holy set ink as in

20 In my opinion, we were in bad after you set up a union 12
rate on wages. We feared a million ill effects. I dreaded 24
a union fee. I gave in only after you set up better rates. 36
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

53-F. Repeat 53-B, page 88, to confirm your progress and to pinpoint goals for Lesson 54.

53-F. Make an interim progress check

54-A. Using the aligning scale to align insertions is important not only for inserting a missing letter but also in all kinds of corrections of work and in the use of all kinds of fill-in business forms.

Different typewriters vary in the precision of the placement of the aligning scale; this is why it is so important to note closely the position of the scale on any machine you use.

54-A. Learn how to make typed insertions

The key to correct typed insertions is the alignment of your typing with your machine's aligning scale. Right now, type the alphabet on your machine and compare your typing and aligning scale with this illustration:

1. To align insertions *vertically*, you must know *exactly* how much space (if any) there is between the typing and the top of the aligning scale.

2. To align insertions horizontally, you must know *exactly* how nearly the markers on the scale come to the center of the letters (easiest to check: *i, l, m, I, T, period, colon*).

PRACTICE 1. Type this name (with space left for the omitted letters) in four places on a sheet of paper:

M ss El a W ll amson

Remove the paper, reinsert it, and fill in the missing letters:

Wrong: Miss Ella Williamson
Right: Miss Ella Williamson

Use the variable spacer (in the left cylinder knob) for vertical adjustments of the paper. Use the paper release for horizontal adjustments.

PRACTICE 2. In four places on the paper, type FROM: and, under it, TO:. Remove the paper, reinsert and align it, and then type your name 2 or 3 spaces after each of the colons.

54-B. Type to reach your goal, with special attention given to accenting second letter of the doubles as much as the first letter.

ACCURACY: Type the group of lines three times.

SPEED: Type each drill, individually, three times.

SI 1.42—normal

54-B. Improve control of double-letter words

21 bb bubble cc accent dd middle ee needle ff suffer gg logger
22 ll bullet mm jammer nn dinner oo poodle pp dapper rr borrow
23 ss issues tt putter zz sizzle bb lubber cc accord dd puddle
24 ee keeper ff muffle gg rigger ll called mm hammer nn annoys
25 oo rooter pp supply rr mirror ss missed tt little zz puzzle

26 Bill Mazzle needs a bookkeeper and will see applicants 12
tomorrow. He will screen all who apply. He will arrange a 24
follow-up meeting for all who seem well fitted for the job. 36
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

54-C. Type to reach your goal, with special attention to striking keys so briskly these key-jammers don't!

ACCURACY: Type the whole group three times.

SPEED: Type each drill, individually, three times.

SI 1.12—very easy

54-C. Improve control of alternate-hand words

27 apricot island visit their when rich town man and for go is
28 bicycle profit vigor field dish down kept dog the but an to
29 bushels laughs right works land fish girl sit pay bid so by
30 rituals eighty turns roams with firm lake eye big men do he
31 auditor icicle goals shape body auto both fit cut aid of it

32 Did the men make a visit to the auto firm in the city, 12
or did they go to the firm at the lake? If they got to the 24
lake, Bob may pay for the auto and also land a fish for us. 36
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

54-D. To measure your skill improvement, follow either schedule (use double spacing and a tab-5 indention):

(1) Type paragraph 33 twice. GOAL: To finish either copy within 5 minutes, with 4 or fewer typing mistakes.

(2) Or, take two 5-minute timings on the paragraphs; record your better score. GOAL: 35 or more words a minute, within 4 errors.

SI 1.31—fairly easy

54-D. Measure your skill in sustained writing

33 Many years ago, when the Post Office asked that a zone 12
number be shown in city addresses as a means of speeding up 24
the handling of the mail, there was no problem about typing 36
the zone number; it was placed after the city, was followed 48
by a comma, and then was followed by the name of the state. 60
But when the Post Office brought ZIP numbers into being and 72
again asked that a change be made in the form of addressing 84
letters and cards, there was quite a problem: The scanning 96
machines could do their jobs only if the ZIP number was set 108
off from the rest of the address. So writers were asked to 120
shift the zone guide from after the city to after the state 132
and to leave some space between the state and the ZIP Code. 144

IDEA: To use the paragraphs for skill stretching instead of testing, (a) take a 5-minute writing; (b) type every line in which you made an error three times each; and (c) repeat the 5-minute timing to measure growth.

34 How much space? Pressed on this item, the Post Office 156
just said the space ought not to be less than two spaces or 168
more than six spaces on a pica typewriter. Translated into 180
elite spacing, that would be not less than three spaces and 192
not more than seven spaces. Wanting to come up with a firm 204
and single recommendation that would fit all machines best, 216
the authors of this book selected three spaces as the right 228
number on which to standardize, which explains why you will 240
frequently be reminded to space three times before you type 252
a ZIP number. You are told to do this both on the envelope 264
and in the inside address so that you will get the habit of 276
always ending any address with three spaces and a ZIP Code. 288
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: EACH THREE TIMES
GOAL: BOOST SKILL ESPECIALLY NUMBER CONTROL
STRESS: TOUCH CONTROL

55-A. Alternate line 1 and line 2, line 1 and line 3, etc. Repeat in Lesson 56.

55-B. To define practice goals, make two double-spaced copies of paragraph 4; proofread your work.

GOAL: To complete the two copies within 3 minutes, without looking up once.

Your goal in Lesson 55 is ACCURACY if you make 3 or more errors.

Your goal is SPEED if you make 2 or fewer errors.

SI 1.25—easy (if you know your number keys well!)

55-C. Type to reach your skill-improvement goal.

ACCURACY: The whole group of lines three times.

SPEED: Each drill line, individually, three times.

SI 1.15—easy IF

55-D. Type to reach your skill-improvement goal.

ACCURACY: Type the whole group three times.

SPEED: Type each drill, individually, three times.

SI 1.12—easy IF

55-E. Type to your goal.

ACCURACY: Type the whole group three times.

SPEED: Type each drill, individually, three times.

SI 1.33—fairly easy IF

SUGGESTION: For certain number-key control, focus practice on 3, 6, and 9 until they are as automatic as ABC. If you do this, the numbers will be easy.

55–56

Skill Drive

55-A. Tune up on these easy lines

1 town them when form down dock firm with girl work both they
2 Vi found Jack was right: Pam was being quite lazy and lax.
3 I plan to study pages 10, 28, 39, 47, and 56 for that test.

55-B. Measure and improve number-typing skill

4 He expects a special group of 180 to 195 to attend the 12
June 17 meeting. About 43 of these are due from St. Louis, 24
37 to 46 from Nashville, 28 or 29 from Louisville, 46 to 50 36
from Knoxville, plus about 25 or 30 local members, as well. 48
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

55-C. Improve control of 1, 2, 3, 4

5 111 alala ala The 11 teams played 11 games with 11 players.
6 222 s2s2s s2s The 22 men got 22 tickets for the 2:22 train.
7 333 d3d3d d3d The 33 boys had 33 books with 33 stamps each.
8 444 f4f4f f4f The 44 dogs had 44 collars with 44 gold tags.

9 Try to get Order No. 31 out on the 12:43 train. Then, 12
if you can, get Order No. 42 out on the next train at 3:42. 24
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

55-D. Improve control of 5, 6, ½, ¼

10 555 f5f5f f5f The 55 men checked 55 references in 55 books.
11 $\frac{1}{2}\frac{1}{2}\frac{1}{2}$;½;½; ;½; The 9½ size sells 1½ times as many as the 8½.
12 $\frac{1}{4}\frac{1}{4}\frac{1}{4}$;½;¼; ;¼; The first ¼ includes ¼ as many as the last ¼.
13 666 j6j6j j6j The 66 tests were for 66 girls in 66 classes.

14 Map 56 shows the steep climb between ¼ and ½ mile east 12
of Point 66 and between ¼ and ½ mile northwest of Point 55. 24
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

55-E. Improve control of 7, 8, 9, 0

15 777 j7j7j j7j The 77 cars averaged 77.7 mph for 77 minutes.
16 888 k8k8k k8k The 88 pianists pounded 88 keys on 88 pianos.
17 999 19191 191 The 99th Regiment sent 99 men for 99 parades.
18 000 ;0;0; ;0; The 100 girls had scores between 100 and 110.

19 Most scores on Test 9 fell between 70.8 and 90.0, with 12
the mode at 78.9; the median at 79.8; and the mean at 78.0. 24
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

55-F. Type to your goal.

ACCURACY: Alternate 20 and 21 three times.

SPEED: Type 20 and 21, individually, three times.

SI 1.04—very easy

55-F. Regain stride on these easy paragraphs

20 My goal is to make a big profit when I go down to work 12
for the rich man by the lake. If so, then I may aid Jan if 24
he kept the bicycle of the neighbor girl down by Coal Lane. 36
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

21 When Jack said he might take six scouts to the zoo, he 48
did not know they would be so quick to take him up on it at 60
this time. He should have known that most boys would be in 72
the mood to go on just such a trip at the drop of your hat. 84

55-G. To confirm progress in Lesson 55, repeat 55-B.

55-G. Make an interim progress check

56-A. SPECIAL NOTES.

(1) Erase only when your instructor directs or gives you permission to do so. Erasing: a crutch learners should avoid leaning upon!

(2) One erasure crumb can disable a machine; this is why it is so important the carriage be moved aside.

(3) Never moisten an eraser. A damp eraser "scags" paper.

(4) On an electric machine, you must temporarily turn the pressure regulator (26) to 0 before typing over any erasure you have made.

56-A. Learn how to make corrections

ERASING. Turn paper up so error is on top of cylinder. Move carriage to extreme left or right (use margin release, 15) so erasure grit *can't* fall into machine. Keep paper from slipping as you erase by pressing it against cylinder with fingertips (but don't touch the typing!). Use an *ink* eraser in light, up-and-down, oval motions while blowing lightly and dryly to puff away erasure grit. Then restore paper to typing position and type—*lightly*!—the correction.

SQUEEZING. If an extra letter must be inserted, move all letters in the word a half space to the *left*:

Method 1. Before each stroke, press and hold down the half-space key—if your machine has one. On some makes, the space bar can be held down to half-space the carriage.

Method 2. Before each stroke, press and hold down the backspace key at an estimated halfway-down depth.

Method 3. Before each stroke, press against the left end of the carriage, pushing it back a half space.

Method 4. If only the correction is to be typed, use the paper release and shift the paper itself.

SPREADING. To make a correction fill an extra space, move the word a half space to the *right*, using any of the methods of carriage control.

PRACTICE. Make three *exact* copies of lines 22 and 23.

22 The firs step in any operation iss to review all the steps.
23 The first step in any operation is to review all the steps.

56-B. To define practice goals for Lesson 56, type a copy of paragraph 38 (on page 93); check your work.

Your goal in Lesson 56 is ACCURACY if you make 3 or more typing mistakes.

Your goal is SPEED if you make 2 or fewer errors.

Then type the 56-B drill lines to fit your goal.

ACCURACY: Type the whole group of lines three times.

SPEED: Type each drill, individually, three times.

"M" drill: manual machine. "E" drill: electric machine.

56-B. Improve control of punctuation marks

24 ,,, k,k,k k,k Yes, it is, or may be, a help, or guide, too.
25 ... l.l.l l.l Dr. and Mrs. J. A. Mills, Jr., left at 1 p.m.
26 /// ;/;/; ;/; Ship it 4/1/64, but date it 4/2/64 or 4/3/64.
27 ??? ;/;?; ;?; Who is there? Is it Bill? What do you want?
28M ''' k'k'k k'k It's Joe's car, isn't it? No, it's Wilbur's.
28E ''' ;';'; ;'; It's Joe's car, isn't it? No, it's Wilbur's.
29 !!! ala!a a!a Look! Over there! It's Mr. Kerr! Call him!

30 Mr. and Mrs. Smith hoped to go on the afternoon train, 12
on or about 4/4/64. But it was two weeks later, wasn't it, 24
before they left? What a trip they had! It was wonderful! 36
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

56-C. Type to your goal.

ACCURACY: Type the whole group of drills three times.

SPEED: Type each drill, individually, three times.

56-C. Improve control of more punctuation marks

31 ;;; ;j;j; ;;; Make it blue, then; or red; or tan; or brown.
32 ::: ;:;:; ;:; Leaving at 1:10, he can get the 1:34 or 1:42.
33M """ s2s"s s"s Sue divided the "report" into six "chapters."
33E """ ;';"; ;"; Sue divided the "report" into six "chapters."
34 ( ) 19(1 ;0); We need (1) time, (2) cash, and (3) guidance.
35M ___ j6j_j j_j You simply must read The Gwen, by John White.
35E ___ ;-;_; ;_; You simply must read The Gwen, by John White.

36 I found The Gwen (a new book by John White) to be top- 15
flight reading (I like "whodunits," you see); my one criti- 27
cism of it: It takes too long to reach its "happy ending." 42
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

56-D. To regain your normal stride, retype paragraphs 20 and 21 (page 92) again.

56-D. Regain stride on two easy paragraphs

56-E. To measure your skill improvement, follow either schedule (double space and use a tab-5 indention):

(1) Type paragraph 37 two times. GOAL: To complete either copy in 5 minutes, with 4 or fewer errors.

(2) Using paragraphs 37 and 38, take two 5-minute timings. GOAL: 35 or more words a minute, within 4 errors. Then, record the better of the two scores.

SI 1.35—nearly normal

56-E. Measure your skill in sustained writing

37 The ZIP numbers that are used on letters and envelopes 12
got their start in the spring of 1963, when the Post Office 24
introduced a "Zoning Improvement Plan" to speed up delivery 36
of the mail. The plan of using five digits after the state 48
name caught on at once, for the Department took great pains 60
to "sell" the plan. Firms were requested to show their new 72
numbers on their letterheads and envelopes and reply cards, 84
and most firms made that adjustment when they got new ones. 96
The Post Office in each zone told the public what the local 108
zone number was to be and asked people to include it in the 120
return address on their letters and envelopes. So success- 132
ful was the promotion that most persons began using the new 146
numbers and have continued doing so up to the present time. 158

38 But for a long time we will expect to see many letters 170
with no zone mark at all, because writers will not know the 182
ZIP number of some folks to whom they write, or because the 194
address is in a country that has no ZIP numbers, or because 206
a writer may not bother to confirm the number. We will see 218
for years to come letters with the old sequence of city and 230
zone and state, since office files are full of letters with 242
just that sequence shown on their letterheads and since all 255
mail to be sent abroad will be expected to show that style. 276
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

SUGGESTION: Always skim-read a selection before you type it. Doing so will satisfy your curiosity and will let you concentrate on smooth typewriting.

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: LEARN NEW CORRESPONDENCE FORMS
STRESS: PREPLANNING

Unit 10. Correspondence

LESSONS
57–58

Card Typing

57-A. Tune up on these review lines

57-A. Lines 1-3 three or more times, with emphasis on pressureless effort. Repeat them in Lesson 58.

1 They may make a big profit if they work with the field men.
2 Jo saw six big packs of cards and very quietly seized them.
3 10 & 28 & 39 & 47 & 56 $10 and $28 and $39 and $47 and $56.

57-B. Build skill on these preview words

57-B. Instead of repeating lines individually, type all four lines as a group three times. Start slowly; speed up on repetitions.

4 AA answer BB blocked CC choice DD date EE prefer FF helpful
5 GG give HH which II like JJ judge KK pick LL letter MM most
6 NN one's OO others PP people QQ unique RR better SS persons
7 TT that UU use VV have WW what XX extreme YY yes ZZ bizarre

57-C. Build and measure skill in sustained writing

57-C. You should be able to type both paragraphs in 5 minutes or less, within 4 errors. See if you can!

If you have doubt about your speed, precede this effort by retyping line 1 three times. If you doubt your ability to meet the accuracy requirement, retype line 2 three times.

Swing quickly from this preliminary practice into the sustained typing.

SI 1.35—easy-normal

8 What is the best letter style? That question does not 12
have an answer, for preference in letter styles is a matter 24
of one's own taste. For example, some people like a letter 36
to be blocked; others may prefer it indented. Some like to 48
use a company name. Some prefer the date centered horizon- 60
tally. There is no way to judge what one form is the best, 72
but it is helpful to know what forms are most popular: the 84
blocked and semiblocked forms, the two of which are used in 96
around 95 percent of the letters typed in business offices. 108

9 The purpose of a letter might influence your choice of 120
style, too. For example, you might pick for an advertising 132
letter a bizarre form that would catch one's eye because it 144
is unique; but you would reject that same style for, say, a 156
letter of sympathy. Yes, these are extreme cases; but they 168
do show that the purpose of a letter might affect its form. 180
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

57-D. Learn a shortcut for positioning a date line

57-D. The production word counts from here on will assume that you are using one or the other of these two positioning shortcuts.

Most letters today have the date at the right margin but the trend is to start it at the center.

In the letters you have typed this far, you have pivoted (backspaced from the right margin) to position the date. Slow, wasn't it! There are two popular shortcuts:

1. Estimate the starting point of the date, as many typists do. You have pivoted enough dates, now, to have good judgment. And, after all, you can't go *far* wrong! The shortest date (May 1) takes 11 spaces; the longest (September 30) fills but 18.

2. Start the date at the center, thus aligning the date with the closing lines (it balances neatly). This method is very easy, very quick, and *the method you are to use* in the letters and cards in this part.

57/58-E. Practice the production of postal cards

Study the illustrations and annotations below; then, using workbook pages 79-82 (or slips of paper 5½ by 3¼ inches), type Cards 1-6. Once the machine is set, you should *easily* produce each card within 5 minutes, with no errors or with not more than 1 error.

Card 1

POSTAL CARD
Shown: in pica
Line: 4½ inches
Spacing: single
Tabs: two

MARGIN TAB TAB MARGIN

Return address: Blocked; started on line 3, a half inch from edge. No personal title unless it is Mrs.

```
Richard F. Carlson                                  4
Student Union Building                              8
Reno, Nevada    89503↓6                            13
```

THIS SIDE OF CARD IS FOR ADDRESS 18

Block address 3 lines below OF. Double space a 3-line address; single space a longer one.

```
                Mr. Donald W. Keane, Jr.            24
                Apartment 3-C                       27
                1047 East Third Street              33
                Reno, Nevada    89503               38
```

Production count allows 8 words to flip card. 46

Start date at center, on line 3. Following blank line is optional.

Margins ½ inch, by estimate.

```
                        December 2, 19--            55
                                                    56
Dear Mr. Keane:                                     60
                                                    61
The next meeting of the Finance Committee of        70
the Alumni Association will be held at 8:30         78
p.m., Saturday, December 10, at the home of         87
John F. Elkins (1200 West 21 Street).  The          96
agenda includes a study of the finance plan        105
for the Alumni House, a matter so important        113
that committee members are urged to attend.        124
                                                   125
                        Richard F. Carlson         131
                        Executive Secretary        137
URS                                                138
```

Leave room for signature, if needed; otherwise, one blank line.

Card measures 5½ x 3¼ inches.

Postal Card in Standard Arrangement

Card 2

POSTAL CARD

From: Richard F. Carlson | Student Union Building | Reno, 10
Nevada 89503 | *To:* Reservations Department | Lake Tahoe 25
Lodge | 1200 Lake Place | Tahoe City, California 95730 35
| *Date* | Gentlemen: | I should like to reserve four double rooms 61
with bath, at $12 each, for a party of eight skiers for the week- 74
end of December 14-16. We shall arrive about seven o'clock on 87
Friday evening and depart in midafternoon on Sunday. I should 99
appreciate your sending me a confirmation of this reservation. 112
↓3 | Richard F. Carlson | (*No initials*) 118

Card 3

POSTAL CARD

From: Richard F. Carlson | Student Union Building | Reno, 10
Nevada 89503 | *To:* Mr. Damon Struthers | Men's Suits 24
Department | Stacy's Department Store | 451 Vallejo Street | 35
Reno, Nevada 89501 | *Date* | Dear Mr. Struthers: | Thank 57
you for letting me know that the annual clearance sale of winter 70
suits is scheduled for the first week in January. If you have any 83
dark blue or gray 37-Longs, I should be grateful if you could set 96
them aside for me. I shall stop in to look at them on the first day 110
of the sale. Thanks for remembering me! | Dick Carlson | (*No* 118
initials) 122

Duplicated fill-in cards are often used for acknowledgments. Front is addressed as usual (but no return address). This side is filled in as is shown: date at center, salutation and initials aligned at margin, and amount centered in area.

ALUMNI ASSOCIATION - Student Union - Reno, Nevada 89503

December 3, 19--

Dear Mr. Kenilworth:

We should like to acknowledge your contribution of

$25.00

to the Alumni House Fund. We are confident that it will not be long before we can begin construction.

Richard F. Carlson
Executive Secretary

URS

Cards 4-6
Forms 1-3

FORM POSTAL CARDS
Shown: in elite

Card 4. Acknowledge a contribution of $25.00 by Mr. Charles S. Kenilworth | 4819 Heyer Avenue | Castro Valley, California 94541. 55

Card 5. Acknowledge a contribution of $100.00 by Mr. Edwin G. Bernhardt | 5620 North 58 Street | Portland, Oregon. 56

Card 6. Acknowledge a contribution of $1,000.00 by Mr. and Mrs. Fred W. Miller | 3328 Faircrest Drive | Anaheim, California 92804. 58

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: LEARN NEW CORRESPONDENCE TECHNICALITIES
STRESS: OUTPUT

LESSONS

59–60

Letter Typing

59-A. Tune up on these review lines

59-A. Try to type these lines smoothly, as though keeping time to music. Repeat them in Lesson 60.

1 The goal of the rich man is to fix a bicycle for the girls.
2 A blazing jam quivered as the ax point struck flying blows.
3 Look for boxes #10, #28, #39, and #47; then search for #56.

59-B. Build skill on these preview words

59-B. Type these lines the same as you would type a paragraph. Repeat this "paragraph" three times; speed up on repetitions.

4 AA paragraph BB back CC casual DD indented EE each FF flash
5 GG zigzag HH have II lines JJ just KK look LL all MM common
6 NN penned OO tone PP experts QQ quite RR address SS message
7 TT that UU build VV have WW writer XX extra YY style ZZ zip

59-C. Measure and build skill in sustained writing

59-C. You should be able to type both paragraphs within 5 minutes, with 4 or fewer errors. Can you?

If speed is a problem for you, retype line 1 three times before starting 59-C, to set a fast pace. But if accuracy is your problem, retype line 2 three times, for an intensive review of all the key reaches. Be sure to swing quickly from this preliminary practice to the sustained writing before the effect of the preliminary practice fades.

SI 1.37—normal

8 Back in the days when a letter had to be penned by the 12
writer, it was not usual to leave extra space between parts 24
of a letter; the writer had to use indentions instead. The 36
start of each paragraph had to be indented. The lines of a 48
return address, of an inside address, and of the close were 60
all set up as a series of indentions, just like steps. The 72
result was that letters seemed to have quite a zigzag look. 84

9 Letters got a new look when the typewriter came along. 96
Because it is a lot faster to block than to indent lines on 108
a machine, a letter today is not likely to have many inden- 120
tions. The experts say you can build a "tone" for a letter 132
by the number of indentions you do or do not inject in your 144
letter. Many indentions make a letter look conservative; a 156
few make it seem casual; having none at all gives a message 168
a streamlined zip that is the equivalent of a modern touch. 180
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

59/60-D. Practice the production of letters

Use the letterheads on workbook pages 85-94 for letters 17-21. If you have no workbook, use plain paper—but rule or type a line across the paper, a half inch from the top, to simulate the depth of a letterhead. Note that the letters require a 5-inch line: 50 pica; 60 elite.

Type Letters 17-21, trying to finish each of these "average length" letters in 6 minutes, with 4 or fewer errors. Note that the letters feature these special display parts:

1. The attention line (page 98) precedes the salutation. It may be centered, but is usually blocked at the margin and underscored.

2. The subject line (page 100) follows the salutation. It may be typed at the margin, but is usually centered and underscored or all-capped.

3. A company signature is usually typed in all capitals a double space below (and aligned with) the complimentary closing. It is used when the letter involves an obligation of the company rather than of the signer.

4. A "cc" (carbon copy) note is added to the other reference symbols if someone gets a copy of the letter.

Letter 17

BLOCKED LETTER
Shown: in pica
Body: 137 words
Line: 5 inches
Tab: center only
SI: 1.39—normal

JUDD-KANE, INC.

CABLE ADDRESS: JUDKANDEN

1410 GLENARM STREET • DENVER, COLORADO 80202 • TABOR 5-7500

December 4, 19--

Parke & Blake, Inc.
4728 La Junta Street
Pueblo, Colorado 81002

REMEMBER: Space three times after state before typing postal ZIP number.

Attention of the President

Gentlemen:

Thank you for the letter in which you describe the financial problems that you are having and request us to extend for two months the date on which your final payment on our building contract will be due.

We are happy to make the extension you wish, and we enclose with this letter an agreement to cover the added time. You will note that it simply involves your continuing for two more months the same rate of interest you have been paying on your balance.

Our Colorado Springs agent, Mr. Willis Crane, will call you early next week to learn when you may wish him to visit you and execute the papers. If there is any help or counsel that he can provide, you may be sure he will be happy to be of service to you.

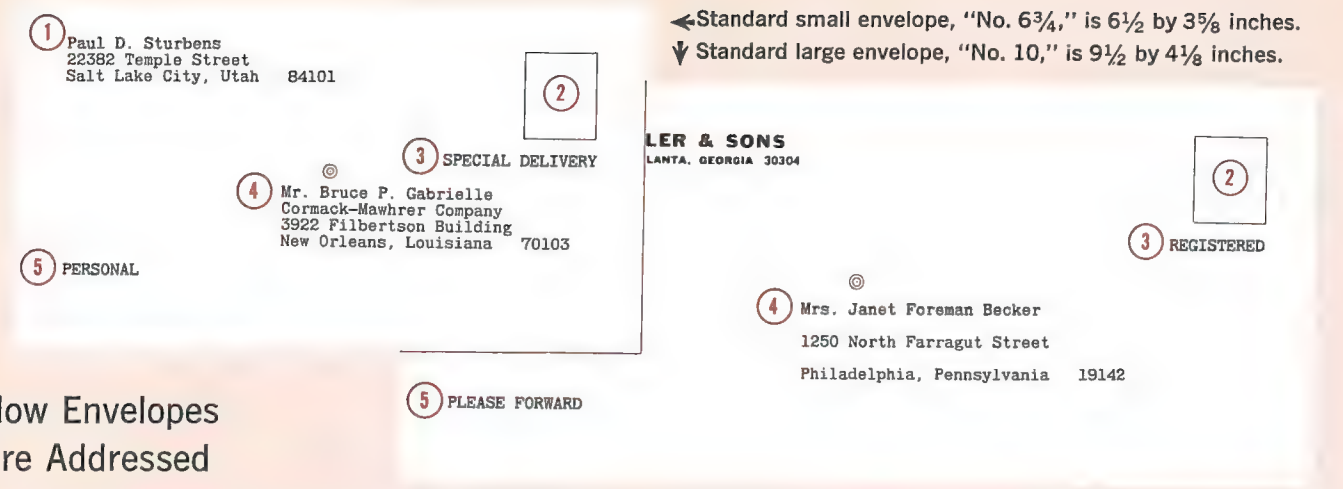
Yours truly,

JUDD-KANE, INC.

Thomas J. Kane, Jr.
Executive Vice-President

urs
Enclosure
cc Mr. Judd
cc Mr. Crane

Business Letter in Blocked Style, with Attention Line, Company Signature, and "cc" Notations



Standard small envelope, "No. 6¾," is 6½ by 3⅝ inches.
Standard large envelope, "No. 10," is 9½ by 4⅛ inches.

How Envelopes Are Addressed

1. Return address (if not printed) begins on line 3, single spaced and blocked ½ inch from edge. No personal title, except *Mrs.*, is used.

2. Stamp goes ½ inch from top and right.

3. Special mail service, if any, is typed on line 10, pivoted from right edge of stamp.

4. Name and address begin under and about ½ inch left of estimated center (*i.e.*, line 12 of small envelope; line 14 of large one), arranged in three double-spaced lines or in four or more single-spaced lines. In a United States address, type the ZIP number three spaces after the state. If you do not know the ZIP number, type the zone number between the city and state. In a foreign address, indicate the zone with the city, and type the country name in all caps on a separate line.

5. Special reminders (like "confidential" or "please forward" or "Attention of the Advertising Manager") are typed in all caps a double space under the address, ½ inch from the edge.

Letter 18

BLOCKED LETTER
Paper: letterhead
Body: 144 words
Line: 5 inches
Tab: center only
SI: 1.39—normal

Current Date | Kerr, Bidell & Todd, Inc. | 1039 Statler Building | 18
Boston, Massachusetts 02103 | Attention Mr. Roger Todd | 39
Gentlemen: 41

We must find some way to move faster on the Boston building 54
project. I appreciate the fact that your best men are busy with 67
other commitments, but the simple truth is that we will not have 80
a building if we do not wrap up the final design in a few weeks. 93

As you know better than I, the cost of material and labor is 106
going up at a rapid rate; the tentative budget that you and we 119
estimated a year ago is already outdated. Credit is much tighter 132
and costlier, too. 136

Is there any chance of your having the plans ready within a 149
month or six weeks? Tell me frankly. My board members will be 162
pressing me for a report; and if I cannot say that we are getting 175
ready for bids, I fear that the entire project will be abandoned. 189

Yours truly, | JUDD-KANE, INC. | Willard Judd, President | urs 208
| cc Mr. Kane | cc Boston Office 213

A simulated envelope is printed on the back of each workbook letterhead; be sure to address it.

Letter 19
Table 12

BLOCKED LETTER
Shown: in elite
Body: 109 words, plus table spacings
Line: 5 inches
Tabs: table only
SI: 1.39—normal

MARTIN MILLER & SONS

HEALY BUILDING

58 BROAD STREET ATLANTA, GEORGIA 30303

December 5, 19—

Indent runover line 3 spaces.

Mr. J. Stewart Young
National Federation of
Sales Executives
1820 Trayne Building
Little Rock, Arkansas 72203

Dear Mr. Young:

SUBJECT: YOUR GEORGIA TRIP

When I let our Georgia NFSE chapters know that you might be willing to speak at one of their dinners if they could plan their meetings to fit your trip schedule, their response was wonderful. Therefore, the following schedule has been set up for you:

Before typing the letter, set three tabs for columns. For date and subject line, center carriage by hand. When ready to type the closing lines, clear table tabs; set one at center.

Date	City	Audience
May 30	Atlanta	225
May 31	Athens	150
June 1	Macon	160
June 2	Columbus	175
June 3	Augusta	100

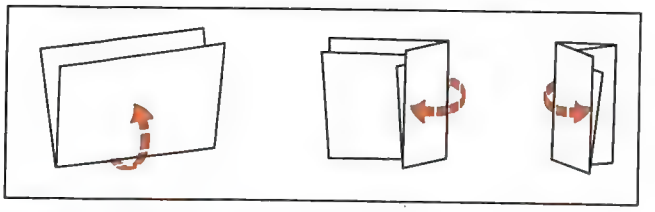
If you approve this heavy schedule, Mr. Young, we will move at once to make proper arrangements for your transportation and hotels. I want you to know that we shall spread out the welcome mat for you!

Cordially yours,

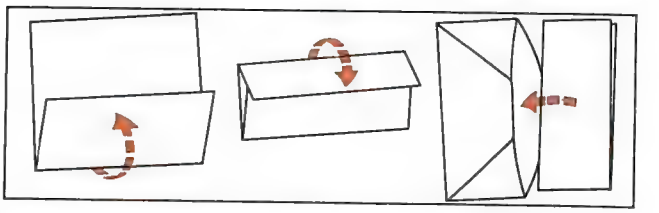
Humphrey N. Lambert
State NFSE Chairman

urs
cc Chapter Presidents
cc Martin Miller, Jr.

Business Letter in Blocked Style, with Subject Line, Tabulation Display, and "cc" Notation



FOLDING A LETTER FOR A SMALL ENVELOPE



FOLDING A LETTER FOR A LARGE ENVELOPE

Letter 20

BLOCKED LETTER
Body: 131 words
Line: 5 inches
Tab: center only
SI: 1.44—normal

Current Date | Mr. Marvin N. Maxwell | 2839 Clary Street | Fort Worth, Texas 76111 | Dear Mr. Maxwell: 18 27

SUBJECT: YOUR JOB APPLICATION 47

We have received and have noted with interest your letter of application for a sales position with us. 60 69

At present we do not have a vacancy near Fort Worth, but we do need a representative who would make his headquarters in or near Lubbock and cover the northwestern part of the state. If you would like to be considered for this opening, please fill in and mail back to us the enclosed application form. 82 94 107 121 130

I shall be in Fort Worth near the end of the month to attend a convention; while I am there, I should be pleased to talk with you. If you are qualified for and truly interested in the position, we might be able to settle the matter then and arrange the employment details. | Sincerely yours, | MARTIN MILLER & SONS | Humphrey N. Lambert | General Sales Manager | urs | Enclosure | cc Personnel Department 144 156 170 182 198 213 219

Letter 21

BLOCKED LETTER
Body: 133
SI: 1.48—fairly difficult

Date | Dr. James Kendall | School of Commerce | Lake Stone College | Savannah, Georgia 31403 | Dear Doctor Kendall: 17 30

SUBJECT: CONFERENCE PLANS 47

I am writing to confirm our telephone conversation about your taking part in our March 14 conference. It is most gratifying to know you will join us. 59 71 78

The audience will consist of 75 men who represent our company in the southeastern states, plus 11 of our executives. These men meet here in Atlanta two times a year to learn about our new products and to advance in their knowledge of professional selling. 90 104 116 129 131

We should like you to lead a session, to last about one and a half hours, on "How to Help the Retailer Expand His Business." We shall reimburse you for all expenses, plus your $250 fee. 144 157 169

Let me say again that we are very glad you will be with us. We look forward to your program. | Yours sincerely, | MARTIN MILLER & SONS | Humphrey N. Lambert | General Sales Manager | urs | cc Mr. John Miller 183 198 212 218

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: REVIEW LETTER DISPLAYS
STRESS: OUTPUT

LESSONS

61-62

Letter Review

61-A. Tune up on these review lines

61-A. Type as evenly as you can—refuse to falter on the figures in line 3. Repeat in Lesson 62.

1 He and I did work the eighth problem also, and it is right.
2 Zoe enjoys a Pym diving board, which is quick but flexible.
3 Those five divisions increased 10%, 28%, 39%, 47%, and 56%.

61-B. Build skill on preview words and phrases

61-B. Type lines 4-9 three times each; then repeat three more times either lines 4-6 for an accuracy gain or lines 7-9 for an increase in your speed.

4 average serves uphill extra cases only ever rare him are on
5 suggest squeeze assumes indeed office letter three will all
6 paragraphs adjusts trusts these cases there here, even rare

7 of the|or one|on the|is not|of two|in the|be one|or the one
8 two or|one or|and he|are to|and if|for it|and so|one or two
9 than body name then with when make such but and for the man

61-C. Build skill in sustained writing

61-C. Read the copy (it gives information worth remembering). Then, copy paragraph 10 twice if you need a speed gain or both paragraphs once if you need to improve in accuracy.

Or, take a 5-minute timing (with a 10-second rest after each minute) in Lesson 61 and another 5-minute writing (without rests) in Lesson 62. GOAL: At least 35 words a minute, with 4 or fewer errors.

SI 1.35—nearly normal

10 Most of the letters typed in offices are plain ones of 12
two or three straight paragraphs. Such letters are easy to 24
place on the page; the standard guide to line length serves 36
quite well. But now and then there comes a letter with one 48
or more special parts to be displayed, like a subject line, 60
an attention line, a company name to be shown in the signa- 72
ture, or even a table or listing. These special parts take 84
more room than the word count would suggest (a subject line 96
of four words, for example, will alter the placement of the 108
letter as much as would two dozen extra words in the body). 120

11 What to do about placement, then, if a letter includes 132
some parts to be displayed? In most cases, the typist does 144
nothing special. He trusts that he will be able to squeeze 156
or spread the closing lines enough to adjust the placement. 168
Only in a borderline case (when it is debatable whether the 180
letter ought to be considered a short vs. average one or an 192
average vs. long one) should the typist make any adjustment 204
for the display lines, and here he assumes the letter to be 216
the next larger size and adjusts the margins for that size. 228

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

61/62-D. Produce a summary of letters with displays

61-D. GOAL: To complete each letter within 6 or fewer minutes, with not more than 4 typing errors. All four letters may be typed with identical tab and margin settings.

Type as a four-page project, on plain paper or workbook pages 95-98, the four versions of Letter 22, as directed on page 103. The table in the letter is centered with 6 spaces between columns. Set a tab stop for each column; do not confuse these tabs with the one you set at the center.

ASSIGNMENTS	ARRANGEMENTS	SPECIAL INSTRUCTIONS	WORDS
Letter 22	Blocked form	Type the letter shown below (set tab stops for table before starting to type).	196
Letter 23	Blocked form	Type the letter below, but add JUNIOR EXECUTIVE (as a company signature).	202
Letter 24	Blocked form	Type the letter below, but add Attention Mr. Frank L. Klein.	214
Letter 25	Blocked form	Type the letter below, but add SUBJECT: YOUR RATE INQUIRY.	215

Letter 22

BLOCKED LETTER
Shown: in elite
Paper: workbook
Body: 122 words
Tabs: 3 (center and table)
SI: 1.52—fairly difficult

December 10, 19—

Foote, Klein & Hughes, Inc.
1300 Rider Building
Trenton, New Jersey 08607

Gentlemen:

Thank you for your inquiry of December 5 concerning our rates for space in JUNIOR EXECUTIVE magazine. We are enclosing our standard rate card. You will note on it that the rates for the space dimensions about which you specifically asked are as follows:

Quarter page	$125.00
One-half page	235.00
Complete page	400.00

Worth noting also is the 10% discount that you earn for four or more reservations in one calendar year. We allow the usual 15% agency fee, of course.

If you wish to reserve space in our February issue, which is the next one going to press, we should have your reservation (and copy, if it is to be set) not later than December 28. Thank you for your inquiry.

Yours very truly,

J. Paul Prescott
Business Manager

urs
Enclosure

Business Letter in Blocked Style, with Table

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: PRODUCE OFFICE MEMOS
STRESS: TOUCH OPERATION

Unit 11. Printed Forms

LESSONS
63–64

Forms Typing

63-A. Set an easy, steady pace on line 1; then try to maintain it on lines 2 and 3. Repeat in Lesson 64.

63-A. Tune up on these review lines

1 When is it the duty of the eight men to visit their island?
2 Mr. Black requested sixty jeeps for moving the prizes away.
3 10 28 39 47 56 we 23 up 70 out 975 wit 285 rue 473 yip 680.

63-B. Type these preview lines as though they were a paragraph; then type the "paragraph" three times; speed up on repetitions.

63-B. Build skill via preview word practice

4 AA any BB bills CC check DD don't EE need FF office GG good
5 HH help II its JJ adjust KK work LL likely MM memos NN many
6 OO once PP reports QQ quarter RR require SS less TT typists
7 UU cut VV involves WW whole XX example YY unlikely ZZ sizes

63-C. Read the copy and silently rehearse reaches to the tabulator and the numbers; type a single-spaced copy (leaving a blank line between each of the paragraphs, of course) completely by touch and without pausing.

Or, take a 5-minute timing (with a short rest after every minute) in Lesson 63 and another 5-minute one (with no rests) in Lesson 64. GOAL: 35 or more words a minute, within 4 errors.

SI 1.35—nearly normal (if you indent by touch!)

63-C. Build skill in sustained writing

One of the modern trends in office work is to use more 12
printed forms. There are many good reasons for this trend: 24

1. One reason is the fact that our government requires 37
many reports, all of which must be prepared on exact forms. 49

2. A second is the fact that the forms are so designed 62
that the typist is unlikely to leave out or to misplace any 74
important details; thus, accuracy is helped to some extent. 86

3. One value of forms is the way they get rid of prob- 99
lems of placement and arrangement; you don't have to adjust 111
margins for memos or bills of different sizes, for example. 123

4. The use of forms reduces the need for adjusting the 136
typewriter, too. Once a machine has its margin and its tab 148
stops set for a certain form, the typist can produce copies 160
of that form all day long without adjusting the typewriter. 172

5. Forms cut down the amount of typing required to say 185
what is to be said. A check, for instance, is a whole mes- 197
sage boiled down to its essence, which involves less than a 209
quarter of what would have to be said in a complete letter. 221

6. Studies show that using forms for routine work cuts 234
costs, because they increase output, with a higher quality. 246
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

63-D. It might be a good idea for you to repeat the two alignment drills in Lesson 54-A on page 89.

63/64-D. Learn to type interoffice memoranda

Study the illustrations on the next two pages; then see how many of the assignments you can complete within the time limits suggested.

An interoffice memo is a message from one person to another in the same firm, usually typed on a form with printed "guides" (like *To* and *Date*).

1. The forms are either full size (8½ by 11) or half size (8½ by 5½, or 5½ by 8½). Guide words may appear in any of many different arrangements.
2. Set left margin at the heading aligning point and right margin to equal the left (by estimate).
3. Begin insertions 2 or 3 spaces after the pertinent guides, aligned with them at the bottom.
4. Separate body and heading by 2 blank lines.
5. Ordinarily, use no salutation or closing.
6. Align the signature line (initials, name, or title, as writer prefers) with the date (set tab).
7. Use reference lines as you do in letters.

To: Margaret Norton
Millinery Department

December 12, 19--

From: Frederick Lincoln
Personnel Department

Subject: Promotion for Jean Louise Young

We are pleased to approve your recommendation that Miss Young be advanced to the position of Assistant Buyer and receive a salary increase of an additional $100 a month. The new position will become effective on January 2. Please extend our sincere congratulations to Miss Young.

F. L.

urs
cc Payroll Department

Memos may also be typed on plain paper. LINE: 60. TAB: 10 (to align heading details). TOP MARGIN: 1 inch. DATE: Pivoted. SIGNATURE: Aligned with date (tab).

Form 4

INTEROFFICE MEMO
Shown: in pica
Form: in workbook
SI: 1.30—fairly easy

Interoffice Memorandum

TO: N. P. Montclaire
Bureau of Personnel

DATE: December 12, 19--

FROM: Simon V. Johnston
Vice-President

SUBJECT: Conference on New Kinds of Employment Tests ↓3

At some time in the near future, Nate, please try to set up a meeting at which you, Miss Benz, Mr. Clark, and I could spend an hour or two in conference with Dr. Mark Bjorgens, of Houlton College, to talk about the tests we give to job applicants.

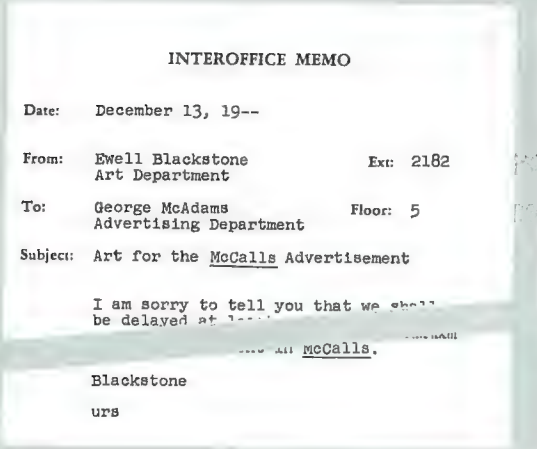
Doctor Bjorgens has just wound up a long study on the values of some new kinds of tests for predicting the success of new office workers. From what I have been told, his findings should be of keen interest to us. We may ask him to review the tests we are now using.

S. V. J.

urs

8 12 13 17 20 21 29 30 31 42 53 63 74 81 82 93 104 114 125 136 137 140 141 142

Standard Arrangement of an Interoffice Memorandum



INTEROFFICE MEMO

Date: December 13, 19--

From: Ewell Blackstone Ext: 2182
Art Department

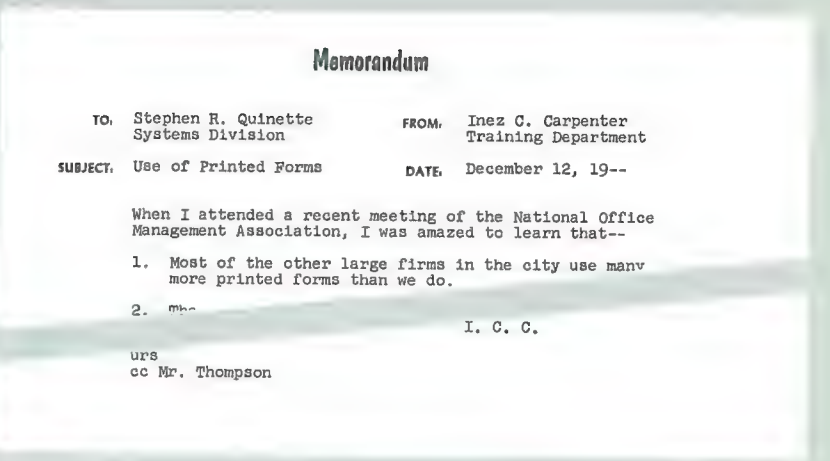
To: George McAdams Floor: 5
Advertising Department

Subject: Art for the McCalls Advertisement

I am sorry to tell you that we shall
be delayed at least
McCalls.

Blackstone

urs



Memorandum

TO: Stephen R. Quinette
Systems Division

FROM: Inez C. Carpenter
Training Department

SUBJECT: Use of Printed Forms

DATE: December 12, 19--

When I attended a recent meeting of the National Office Management Association, I was amazed to learn that--

1. Most of the other large firms in the city use many more printed forms than we do.

2. The

I. C. C.

urs
cc Mr. Thompson

Interoffice memorandum forms appear in many sizes, arrangements, and styles; but the guide words make most of them "self-coaching."

Form 5

INTEROFFICE MEMO
Form: workbook (or plain paper; see page 105 example)
Goal: 5 minutes
SI: 1.43—normal

Memo to Paul W. Graham | Training Bureau | *From* Simon V. 15
Johnston | Vice-President | *on the subject of* Sending Someone to 24
Houston Conference | I noted in an article in Junior Executive 45
magazine that the University of Houston will conduct a con- 57
ference for a week this summer for directors of office training. It 71
seems to me that it might be wise for us to have you or a mem- 83
ber of your staff take part in this program. *New Paragraph.* 92
Please write to the University and obtain full details. When you 106
have them, please draft for me an estimate of what it would cost 119
for us to send someone. If possible, let me have your report well 132
before the first of March. | S. V. J. | urs | cc Mr. Montclaire 147

Form 6

INTEROFFICE MEMO
Form: workbook
Goal: 5 minutes
SI: 1.39—normal

Memo from George McAdams | *Extension* 2044 | Advertising 13
Department | *To* Ewell Blackstone | *Floor* 8 | Art Department 23
| *on the subject of* Art for the McCalls Advertisement | Thank 37
you for letting me know about the delay in getting the art ready 52
for the special McCalls campaign. I got in touch with the maga- 69
zine as soon as I received your note and found we could have an 79
extension of a week in the deadline. *New Paragraph.* Even so, we 90
shall have to move with dispatch in getting the art finished and 103
the plates made. I hope it will be possible for you and your staff 117
to place a high priority on the job for us. Thanks again for your 130
help. | McAdams | urs | cc Miss Patrick cc Mr. Benardo 144

Form 7

INTEROFFICE MEMO
Form: workbook
Goal: 10 minutes
SI: 1.36—normal

Memo to Inez C. Carpenter *of the* Training Department *from* 9
Stephen R. Quinette *of the* Systems Division *on the subject of* Use 19
of Printed Forms *dated today.* | You are correct in noting the 35
trend toward the increasing use of forms. There are many good 47
reasons for this trend: [*Continue with the six numbered para-* 52
graphs on page 104; arrange them in enumeration form, as on 294
page 80.] S. R. Q. | urs 298

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: PRODUCE INVOICES
STRESS: NUMBERS BY TOUCH

LESSONS

65–66

Forms Typing

65-A. Tune up on these review lines

65-A. Set an easy, smooth pace on line 1; then try to hold the same pace on lines 2 and 3. Repeat this warmup in Lesson 66.

1 He paid the neighbor to make an ivory panel for the chapel.
2 Six or seven flashing new jet planes quickly zoomed by him.
3 He got 56 green ones @ .39; 47 blue @ .28; 10 purple @ .10.

65-B. Speed up on downhill preview words

65-B. Type lines 4-7 three times each: first, slowly and very evenly; then, steadily speeding up until you race across the line on your third typing of it.

4 glance, tricks forms ought make them with aid for the to be
5 weights sheets check judge gift then also yet the one if no
6 closing flinch would study know each time out all his or if
7 papers, typist whole first sure size that the aid may be on

65-C. Build skill in sustained writing

65-C. Read the copy; then type and retype each of the paragraphs until you can complete each one in 3 minutes, within 3 errors.

Or, take a 3-minute timing on each paragraph, followed by a 5-minute timing on the two together.

GOAL: 40 or more wam with 4 or fewer errors.

SI 1.24—easy (fine for increasing your speed!)

8 At first glance, some of the printed forms used in the 12
office might seem to be complex; but only a moment of study 24
is required to understand how to use most of them, for most 36
forms are simply letters. Take a bill or a check or a memo 48
or a telegram, for instance; each is just a letter with the 60
greeting and closing left out. Once you realize this fact, 72
forms begin to make sense. You can also see from this fact 84
how much time forms save; if you had to type a whole letter 96
instead of fill in a form each time you prepared a telegram 108
or bill or check, you would not get a quarter as much done. 120
9 One more aid that pays its way by saving time and that 132
is part of the equipment to be found in all desks is carbon 144
paper. If no one knew of carbon sheets, so that the typist 156
had to write one at a time all his extra copies of business 168
papers, and then someone came up with carbon paper as a new 180
thing, you sure would judge it to be the finest gift of all 192
time. Far from flinching from the use of carbons, a typist 204
ought to bless the lovely stuff and learn all the tricks of 216
using it. Yet few typists know much about the many colors, 228
sizes, and weights in which this magic aid may be obtained. 240
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

If you can maintain the standard "waltz" tempo of 3 strokes a second, your speed is 36 words a minute!

65/66-D. Learn to type invoices and telegrams

If you do not have the workbook forms, perhaps you can rule some like those shown on page 108.

Study the illustrations on the next two pages; then see how many of the assignments you can complete within 5 minutes and 4 errors each.

An invoice is a list of the charges for one delivery of goods or services, usually typed on a form with printed guide words for positioning heading details and ruled lines for positioning the columns.

1. Invoices come in an infinite variety of sizes, designs, and arrangements.
2. Number columns are aligned at the right, 2 or 3 spaces before the end of their column areas.
3. Word columns are aligned at the left, 2 or 3 spaces after the start of their column areas.
4. The left margin is set at the first column. Tab stops are set for additional columns.
5. To the extent possible, heading entries are aligned at the margin or tab stops of the body.
6. The words *Amount Due* are aligned (tab stop) at the start of the printed word, *Descriptions*.
7. The typist is responsible for *all* details.

```
                    MEREDITH TYPING SERVICE

     305 Rosslyn Street - Los Angeles, California   90057

To:      Mr. Chester L. Harris                 December 14, 19--
         1039 West Eighth Avenue
         Los Angeles, California   90017

Subject: Invoice for Materials Delivered Herewith
------------------------------------------------------------------
         Chapter I of thesis:
12       Pages of straight copy @ .30                        3.60
 6       Pages involving unique display @ .50                3.00
 2       Pages involving tables @ .50                        1.00
40       Pages of carbon copies @ .05                        2.00

         AMOUNT DUE                                          9.60
```

Invoices may also be typed in memo style on plain paper. Return address is centered (not typed after From). LINE: 60. TABS: 10 and 56. TOP MARGIN: ½ inch. DATE: pivoted.

Form 8

INVOICE
Form: workbook (or plain paper, as shown above)
Word count: 121
Tabs: 4

MEREDITH TYPING SERVICE

305 ROSSLYN STREET · LOS ANGELES, CALIFORNIA 90057

TO: Mr. Chester L. Harris
1039 West Eighth Avenue
Los Angeles, California 90017

DATE: December 14, 19--

INVOICE

QUANTITY	DESCRIPTIONS	UNIT PRICE	AMOUNT
	Chapter II of thesis		
14	Pages of straight copy	.30	4.20
6	Pages including tables	.50	3.00
40	Pages of carbon copies	.05	2.00
	Chapter III of thesis		
24	Pages of straight copy	.30	7.20
2	Pages including tables	.50	1.00
52	Pages of carbon copies	.05	2.60
	AMOUNT DUE		20.00
	3% SALES TAX		.60
	TOTAL AMOUNT DUE		20.60

The bottom two lines would be omitted if no taxes were involved.

STANDARD INVOICE FORM

Form 9

INVOICE
Form: workbook

Prepare another invoice to Mr. Harris, above; compute all 25
amounts. For Chapter IV of thesis: 30 Pages of straight copy 35
@ .30 | 6 Pages including tables @ .50 | 72 Pages of carbon 54
copies @ .05 || For Chapter V of thesis: 19 Pages of straight 81
copy @ .30 | 13 Pages including tables @ .50 | 64 Pages of 89
carbon copies @ .05. Check the "Amount Due" carefully and 104
add on the 3% sales tax. The "Total Amount Due" should 119
come to $31.93. 121

Form 10

INVOICE
Form: workbook (or plain paper, as shown on page 108)

Prepare an invoice of the Manufacturers Institute to the Training Department | J. F. Belton Company | 3500 Riverside 18
Road | Lincoln, Nebraska 68504 | for the following items: 25
21 (copies of) Rafael: Production Tooling @ 4.50 = 94.50 | 1 43
(copy of) Rafael: PT Instructor's Manual @ 5.50 = 5.50 | 70 56
Benkley: Modern Plant Safety @ 2.50 = 175.00 | 1 Benkley: 71
MPS Instructor's Manual @ 3.50 = 3.50 | AMOUNT DUE = 278.50 87
| 10% MEMBER'S DISCOUNT = 27.85 | TOTAL AMOUNT DUE = 250.65. 105

Form 11

INVOICE
Form: workbook

Prepare another invoice of the Manufacturers Institute to
Mr. Thomas S. Klauss | Training Department | Condon & 17
Willhite, Inc. | 1700 Cimmaron Building | Tulsa, Oklahoma 30
74102 | for the following (compute all amounts): 10 Stephens: 39
Dredges and Drills @ 4.00 | 1 Stephens: DD Instructor's 54
Manual @ 7.50 | 20 Rafael: Production Tooling @ 4.50 | 1 72
Rafael: PT Instructor's Manual @ 5.50 | 1 Rafael: PT Film- 89
strip (Set) @ 65.00 | Compute AMOUNT DUE | Indicate 10% 108
MEMBER'S DISCOUNT | TOTAL AMOUNT DUE should be 187.20. 124

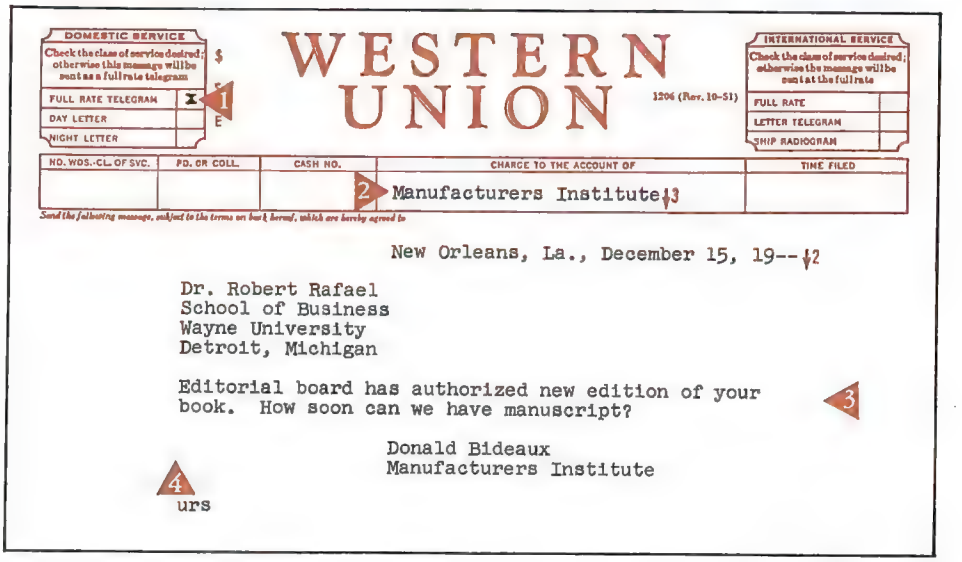
TELEGRAM FORM

(1) Align left margin with box in which you type "X" to indicate desired service.

(2) Set a tab stop 2 or 3 spaces inside the charge box to align the name of the paying (sending) firm, the origin-date line, and the signature lines.

(3) Plan to leave equal space to balance right margin with left margin.

(4) Use blocked form and single spacing, as shown.



Forms 12-13

TELEGRAMS
Forms: workbook
Style: as illustrated

Telegram 1. Full rate | *from* Manufacturers Institute | New 14
Orleans, La., *current date* | *to* Mr. Herbert F. Lewis | Starrett 28
Engineering Co. | 15300 Euclid Avenue | Cleveland, Ohio | 38
Pleased to accept your invitation to speak at May 9 convention. 51
Thanks for the privilege. | Donald Bideaux | Manu- 64
facturers Institute | urs 70

Telegram 2. Full rate | *from* Manufacturers Institute | New 14
Orleans, La., *current date* | *to* Dr. Maurice Trethaway | School 28
of Business | University of Illinois | Champaign, Illinois | New 41
Simpson edition delayed until May 1. Shall we fill order with 53
present edition? | Donald Bideaux | Manufacturers Institute 67
| urs 69

LINE: 60
TAB: 5 AND CENTER
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: REVIEW FORMS AND LETTERS
STRESS: VIGOR

LESSONS

67–68

Review

67-A. See whether you can type lines 1-3 four times in a minute. Repeat these lines in Lesson 68, too.

67-A. Tune up on these review lines

1 When did she go to the man and pay for the Oak Lake island?
2 We acquire jerky habits from having typed exercises lazily.
3 10 28 39 47 56 we 23 rot 495 pew 032 toy 596 rip 480 up 70.

67-B. The vertical lines are simply to guide you in recognizing phrases; don't pause when you come to one. Start slowly and speed up on repetitions.

67-B. Speed up on fluent preview phrases

4 with this|long list|this work|know that|been more|been true
5 you the|and the|has not|for you|for the|and for|and for you
6 of your|to know|of most|to work|we are|to our|of the|in the
7 list of|true of|most of|give us|you to|may we|and if|one of

67-C. Take five 1-minute writings, with a pause after each minute; then take a straight 5-minute writing (with no rests). Try to equal the score you made in Lesson 65-C.

Or, type a copy of this letter, trying to finish it within 5 minutes and with 4 or fewer errors.

Note that the letter is shown here on a 55-space line; when you type it, however, use a 50- or 60-space line (whichever is correct for an average letter on your machine).

67-C. Sustain your skill in production typing

8 *Current date* 4

8

Mr. Chester L. Harris 12
1039 West Eighth Avenue 17
Los Angeles, California 90017 23

Dear Mr. Harris: 27

SUBJECT: END OF THE JOB! 44

With this letter we are sending you the final parts of 56
your thesis: the last two chapters and the long list 67
of readings. We are also enclosing an invoice for this 78
work, which brings your balance to $45. 86

We should like you to know that typing this material has 99
been more than "just one more job" to our group of typ- 109
ists. All of us have found your writing to be extremely 121
interesting, a fact that has not been true of most of 132
the theses that we've typed in the past. 140

We are grateful to you for the many kind things you have 152
said about our work. May we quote from one of your let- 163
ters when next we compete for a contract? Please give 174
us permission, Mr. Harris; and give us also a chance to 186
work for and with you once more. 192

Very sincerely yours, 199

MEREDITH TYPING SERVICE 206

209

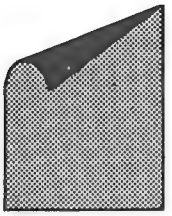
Jean I. Meredith 213

urs 215
Enclosures 217

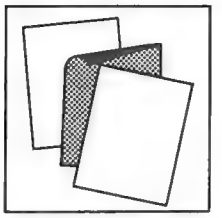
Letter 26

BLOCKED LETTER
Paper: workbook
Body: 146 words
SI: 1.35—the easy side of normal

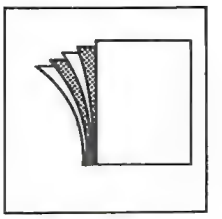
NOTE: Reference initials (like "urs") may be typed either in small letters, as shown, or in all caps.



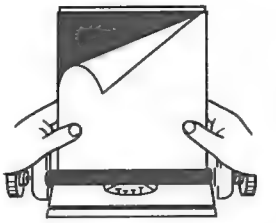
Carbon paper has a dull side and a glossy side that does the work.



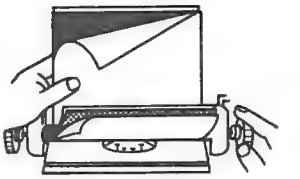
Put glossy side against the paper on which the copy is to be made.



Check: You must have one more sheet of paper than of carbon paper.



Use both hands to get pack behind roll. You can see glossy sides.



Hold pack in left hand; turn roll with right. Dull sides show in front.

67/68-D. Apply your skill in a production review

Type Letter 26 (page 110) and Forms 14-16 below, each with one carbon. Time your work. GOAL: At least 35 words a minute production speed from time when machine is adjusted and paper is inserted, ready to type.

Form 14

INVOICE
Form: workbook (or plain paper, as shown on page 108)
Note: compute all extension figures

Invoice to Mr. Chester L. Harris | 1039 West Eighth Avenue | 9
Los Angeles, California 90017 | *for the following:* Chapter IX 29
of thesis: | 22 Pages of straight copy @ .30 | 3 Pages including 46
tables @ .50 | 50 Pages of carbon copies @ .05 || Chapter X of 66
thesis: | 10 Pages of straight copy @ .30 | 4 Pages including 83
tables @ .50 | 8 Pages of bibliography @ .50 | 44 Pages of car- 102
bon copies @ .05 || AMOUNT DUE | 3% SALES TAX | TOTAL 128
AMOUNT DUE 22.45 133

Form 15

INTEROFFICE MEMO
Form: workbook (or plain paper, as shown on page 105)

Memo to MTS Production Staff | MTS Service Staff | *From* Jean I. 7
Meredith | Manager | *on the subject of* The Next Big Job | *Date.* 24
We have just been notified that we have been awarded the 38
big contract to prepare eight training manuals for the Air Force 51
Base in Fargo, North Dakota. The manuscript will begin to 62
flow to us on or about March 1 and will provide a sufficient 75
volume to keep us on full production for at least two months. 87
Between now and March 1, therefore, we will wish to clean 100
up any small jobs that came to us but had to be deferred while 113
we were concentrating on the Harris job. We will also wish to 126
have all the equipment serviced; the Air Force job will consist 139
of our preparing many thousand Duplimat masters for offset 151
reproduction, and for this we need machines to be in perfect- 163
plus condition. | J. I. M. | urs 172

Form 16

TELEGRAM
Form: workbook
Caution: note that this is a day letter and not full rate

Day-letter *telegram from* Meredith Typing Service | Los An- 13
geles, Calif., *date* | *to* Senior Training Officer | Fargo Air Force 29
Base | Fargo, North Dakota | 34
We look forward with pleasure to beginning work on Air 46
Force contract AFT17/64A-H on March 1. Suggest your repre- 58
sentative make first delivery of manuscript in person to set up 71
style manual for production. | Jean I. Meredith | Meredith 85
Typing Service | urs 90

LINE: 60
TAB: 5
SPACING: SINGLE
GOAL: HOLD PACE ON REVISED COPY
STRESS: ATTENTIVENESS

LESSONS

Unit 12. Manuscripts

69–70

Rough Drafts

69-A. Each line three times or for a minute each. Repeat all three drills when you do Lesson 70.

69-A. Tune up on these review lines

1 To make it to town, I paid a neighbor to sit with the girl.
2 Eliza quit her job, packed up six bags, and moved far away.
3 Type 1 and 2 and 3 and 4 and 5 and 6 and 7 and 8 [Continue to 50]

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

69-B. To reinforce your mastery of the use and interpretation of these "rough draft" revision marks, do the exercises on workbook pages 115-6.

69-B. Learn how revisions are indicated

These are the markings used by writers, editors, and typists to indicate changes in all kinds of typed work when revising it for final retyping:

^ Insert word	and the	# Insert a space	and so the
— Omit word	and ~~so~~ it	| Insert a space	and so the
‿ No, don't omit	and ~~so~~ it	‿ Omit space	the a. m.
\ Omit stroke	and so the	—— Underscore this	It may be
/ Make letter small	And so the	Move as shown	it is not
≡ Make capital	it may not	‿ Join to word	in search
≡ Make all capitals	It may not	— Change word	~~and~~ if it
Move as indicated	and so the	o Make into period	or to it
// Line up, even up	and so the	Don't abbreviate	Dr. Wilson
= Line up, even up	TO: Mr. A.	Spell it out	1 or 2 who
ss Use single spacing ...	ss and so the	¶ New paragraph	¶ We can try
Turn around	and the so	∨ Raise above line	Halel says
ds Use double spacing ...	ds and so the	+# More space here	+# It may not
= Insert a hyphen	red-tipped	−# Less space here	−# It may not
5 Indent 5 spaces	5 It may not	2# 2 linespaces here	2# It may not

69-C. Read the material on page 113 carefully, to be sure you can read it as fluently as would be the case if it were not in rough-draft form.

Then, beginning with paragraph 1, either copy all the material (GOAL: To finish in 7 minutes within 4 errors) or take a 5-minute writing on it (GOAL: 35 or more wam, within 4 mistakes).

SI 1.40—normal

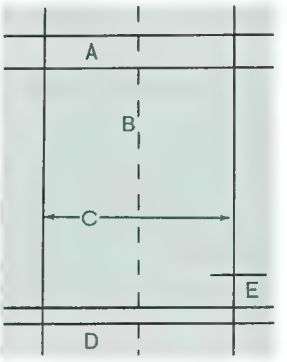
69-C. Sustain a steady rate on revised material

69-D. A ready-made visual guide appears in your workbook, page 117; use it for the production work in Lessons 69-74.

A visual guide is, of course, a summary of margin rules; compare the directions for this visual guide with rules given on pages 113-114.

A visual guide doesn't save much time on short reports, but saves time and assures consistency through a long report.

69/70-D. Produce a two-page report (unbound form)



Sample Visual Guide

Study the technical information on pages 113-114; then type the material (make all the indicated revisions) as a formal, academic, two-page report.

It will be easier for you if you first make a "visual guide" on a plain sheet of 8½-by-11 paper:

A. Draw heavy lines 1 and 2 inches from the top.
B. Draw heavy centering line in the middle.
C. Draw margin lines for a 6-inch writing line.
D. Draw heavy lines 1½ and 1 inch from the foot.
E. Draw a short warning line 1 inch above (D).

Place this guide under the paper on which you will type; the lines will show through to guide you.

Manuscript 11
Manuscript 12

2-PAGE REPORT IN UNBOUND FORM
Shown: in pica
Paper: plain
Visual guide: workbook page 117
SI: 1.40—normal

69-D

FORMAL MANUSCRIPTS

A Report for Typing I
By John E. Lake ↓3

69-C

The standard rules for typing a formal manuscript, such as a term paper, are illustrated on this ~~or~~ and the next page. ↓3

THE SPACING TO USE

Single space all special displays, such as headings that take 2 lines, quotations that ~~are sure to~~ will fill more than two typed lines, footnotes, listings, and so forth.

Double space the body of the manuscript unless there is a special reason for single spacing it (such as the need for saving space ~~in~~ filing or saving materials ~~in~~ duplicating).

Triple space (that is, leave 2 blank lines) after the heading of any page and before any major subheading.

Quadruple space (leave three blank lines) to separate a table from the adjacent body of the manuscript. ↓3

THE MARGINS TO USE

The top margin should be 2 inches deep on the first page and 1 inch deep on ~~all~~ the other pages. So, typing will begin on Line 13 of the first page and on Line 7 of all ~~additional~~ other pages.

The bottom margin should be at least ~~one~~ 1 inch deep and may be up to 1½ inches deep. If the last page of a manuscript is short, ~~then~~ the bottom margin will, of course, be deeper.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

Page 1 of a 2-Page Unbound Manuscript

[Manuscript 12]

Page 2 ↓3 4

5

The side margins should permit a 6-inch line of writing 24
(60 spaces pica, 70 spaces elite), centered ~~in~~ if the ~~report~~ manuscript is 37
not to be bound in a note book or binder but moved a quarter 49
inch to the right (giving a left margin of 1½ inches and right 62
margin of 1 inch) if the manuscript is to be so bound. ↓2 73

74

THE PLACEMENT OF Headings 79

The page-1 heading lines should be centered, the title 101
in all caps and other lines in capital and small letters. 112
¶ Major subheadings may be blocked at the margin (in which case 133
they are called "sideheadings") or be centered; They may be 145
typed in all caps, as in this manuscript, or be underscored. 157

paragraph headings are indented and underscored. 175

The page number is omitted on page 1; On other pages, it 187
is typed on line 7 at the right margin, with or without the 199
word "page," and is followed by 2 blank lines~~paces~~. 209

LINE: 60
TAB: 5
SPACING: SINGLE
GOAL: USE FOOTNOTES
STRESS: THE DETAILS

LESSONS

71-72

Footnotes

71-A. Each drill for a minute or three times. Repeat in Lesson 72.

71-A. Tune up on these lines

1 The two old men set out the big red box and the boy saw it.
2 Because he was very lazy, Jack paid for six games and quit.
3 Type 1 for 2 for 3 for 4 for 5 for 6 for 7 for 8 [Continue to 50]
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

71-B. Beginning with first paragraph, type the revised material on page 115 (GOAL: To finish in 8 minutes with 4 or less errors) or take 5-minute timing on it (GOAL: 35 or more wam within 4 or fewer mistakes). SI 1.60—difficult

71-B. Sustain a steady rate on revised material

71/72-C. Produce a two-page report (bound form)

Study the information on pages 115-116; then type a correct copy as a 2-page *bound* report (so: 1½-inch left margin and 1-inch right margin).

Manuscript 13
Manuscript 14

2-PAGE REPORT
IN BOUND FORM
Shown: in elite
Paper: plain
Visual guide: workbook page 118
SI: 1.58—difficult

To provide 1½-inch left margin and 1-inch right margin—
1. Use the visual guide on workbook page 118; or
2. Set stops for 6-inch line and then shift them 3 spaces to right; or
3. Set stops for 6-inch line and then shift paper guide ¼ inch to left.

71-C
15
16
30
41

FOOTNOTES IN MANUSCRIPTS

A Report for Typing I
By A. J. Wilson ↓3

71-B
14 58

The principal rules for typing footnotes in manuscripts are shown
29 73
and explained on this and the next page. The works of Hutchinson,[1] of
44 88
Gavin and Hutchinson,[2] and of others are authorities for the statements
50 94
~~that will be~~ made in this brief report. ↓3

51 95

Purposes of Footnotes

64 108

1. Footnotes are used to identify references mentioned in the body
78 122
of the manuscript # for example, the footnotes on this page identify
92 136
the two references in the first paragraph.
101 145
¶ 2. Footnotes are used to give the source ~~of~~ of a quotation ~~that is~~
113 157
cited in the manuscript. Examples: Footnotes 3 and 5.
124 168
3. Footnotes are used ~~to give~~ for an explanations of something mentioned
138 182
in the body. Example: Footnote ~~5~~ 4. ↓1
146 190

147 191

Styling of Footnotes

159 203

4. If a footnote refers to a book, the data are arranged as shown
173 217
in the footnotes in this report: authorship, title, publishing ~~source~~
187 231
and date, and exact page if it is needed. ↓1
196 240

↓2
202 246

1. Lois Hutchinson, Standard Handbook for Secretaries, Seventh
230 274
Edition (New York: McGraw-Hill, 1955).
238 282
239 283

2. Ruth E. Gavin and E. Lillian Hutchinson, Reference Manual for
261 305
Stenographers and Typists, Third Edition (New York: ~~Gregg~~ McGraw-Hill, 1961).
285 329

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

Page 1 of a 2-Page Bound Manuscript, with Footnotes

[Manuscript 14]

5. Each footnote is set up as a separate, single-spaced paragraph, preceded by a blank line and indented five spaces.

6. Foot notes must be clearly separated from the body, or text, of a manuscript. One book states:

Indent quotations of three or more lines 5 spaces on each side.

> Separate the footnote from the text by a line of underscores 2 inches long. Single space before typing the line and double space after typing it in order to leave one blank space above and below.[3]

7. If the last page of the manuscript is short, ~~insert~~ extra space above the separation line to make sure that the footnotes will appear just above the ~~appropriate~~ proper bottom margin.

Numbering of Footnotes

8. The references in a manuscript should be numbered in sequence. The footnote for a reference is given the identical number and must appear on the same page as the reference~~s~~.

9. The number in the body must be superior[4] and follow, without a ~~a~~ space, the reference or ~~the~~ punctuation mark following ~~it~~.

10. The number in a footnote may be superior, separated "from the first word of a footnote by one letter space,"[5] or may be in ordinary enumeration form as shown in this report.[6]

To know how much space to leave here, read paragraph 7.

"Et al." means "and others." "Op. cit." means "the book already mentioned."

---

3. Alan C. Lloyd, et al., Gregg Typewriting for Colleges, Second Edition (New York: McGraw-Hill, 1964), page 116.

4. A "superior" number is one raised above the line. ~~by holding the cylinder turned part way while you type the number key.~~

5. Gavin and Hutchinson, op. cit., page 146.

6. Lloyd, op. cit., page 116.

Page 2 of 2-Page Bound Manuscript, with Footnotes

LINE: 60
TAB: 5
SPACING: SINGLE
GOAL: REVIEW PRODUCTION
STRESS: SELF-RELIANCE

LESSONS

73–74

Review

73-A. Ask a neighbor to pace you: He types line 1 evenly while you type lines 2 and 3 in step. Then reverse the roles. Repeat in Lesson 74.

73-A. Tune up on these lines

1 How can the two old men cut the big log you put out for us?
2 We promised Jackie eight dozen, but sixty equals only five.
3 Type 1 the 2 the 3 the 4 the 5 the 6 the 7 the 8 [Continue to 50]

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

73-B. If you need to increase speed, type each line three times. If you need to sharpen accuracy, type the group of lines (as a paragraph) three times.

73-B. Sharpen control on an alphabetic preview

4 AA agent BB boxes CC concern DD December EE Peebles FF felt
5 GG Garage HH ship II did JJ judge KK spark LL line MM name,
6 NN Nebraska OO sorry PP plugs QQ requested RR Rural TT that
7 UU Route VV value WW went XX the XL line YY today ZZ the EZ

73-C. Adjust machine for 70-space line and for double spacing.

Read the copy; study the corrections before you begin any typing.

Type a complete copy, trying earnestly to do so without looking up even once. GOAL: To complete the copy in 5 minutes, within 4 errors.

Or, take a 5-minute writing with a pause to rest after every minute; follow this by a straight 5-minute writing without pauses. GOAL: 40 or more words a minute, with only 4 or fewer typing errors.

The copy will double block on 70-space line.

SI 1.42—normal

73-C. Sustain a steady rate on revised copy

	C	D
Send this message today to the Peebles Garage, on	11	11
Rural Route 2, in Harrison, Neb., attention of the pur-	23	31
chasing agent. ~~Dear Sirs:~~ Gentlemen:	28	42
Your letter of Dec. 24, concerning the order we de-	40	54
livered to you on December 18, arrived here this morn-	50	64
ing, as did the boxes of XL Spark Plgs that you did not	62	76
wish to receive and have returned to us.	70	84
When we send your order, we should have let you	81	95
know ~~that~~ why we sent the XL plugs instead of the EZ plugs	91	105
you had requested. You see, the firm that had been mak-	102	116
ing the EZ plus recently went out of business. Because	114	128
our xl line is the nearest ~~thing~~ to the EZ in value and	124	138
quality, we have been shipping the XL Plugs in all ~~or~~	134	148
orders that are for rush delivery.	140	154
We are ~~very~~ sorry you were not happy with the XL	150	164
shipment and felt it necessary to return the boxes to	161	175
us. We are crediting the four boxes to your account	171	185
and are enclosing a revised statement of the account.	182	196
Now, close the letter by telling him that we are	193	207
very truly his; insert our company name, The Carlin	203	217
Company; and give him my standar~~dized~~ Paul Alvin Wil-	213	225
son, Sales Manger; plus your initials, plus Enclosure.	224	233

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11

Letter 27

BLOCKED LETTER
Review: pages 97-100
Goal: within 6 minutes and 4 errors
Body: 152 words
Paper: letterhead
Tab: center only
SI: 1.44—normal

73/74-D. Apply your skill in a production review

Following exactly the directions in the boxes, see whether you can turn out the production assignments within the cited time and error limits.

Forms 17-18

INVOICES
Review: pages 108-109
Goal: within 4 minutes and 3 errors
Forms: workbook (or on plain paper as shown on page 108)

Prepare the following invoices from the Manufacturers Institute:

1. No. 26173 to Mr. Clarence J. Markham | Training Department | Shreveport Sugar, Inc. | 1600 Clark Street | Shreveport, Louisiana 71006 *for the following:* 10 (*copies of*) Benkley: Modern Plant Safety @ 2.50 = 25.00 | 1 (*copy of*) Benkley: MPS Instructor's Manual @ 3.50 = 3.50 | 1 (*set of*) Benkley: MPS Filmstrip (Set) @ 36.00 = 36.00 | AMOUNT DUE = 64.50 | 10% MEMBER'S DISCOUNT = 6.45 | TOTAL AMOUNT DUE = 58.05

2. No. 26174 to Training Division | Nucleonics Corporation | Mundo El Cortez Boulevard | San Diego, California 92108 | *for the following* (*compute all amounts*): 20 Rafael: Production Tooling @ 4.50 | 1 Rafael: PT Instructor's Manual @ 5.50 | 20 Gavelin: Cost Estimating @ 4.00 | 1 Gavelin: CE Instructor's Manual @ 5.00 | 20 Poe: Production Reporting @ 1.25 | 1 Poe: PR Course Outline @ 2.00 | *Compute* AMOUNT DUE | *Indicate* 10% MEMBER'S DISCOUNT | TOTAL AMOUNT DUE *should be* $186.75

Manuscript 15
Manuscript 16

PAGE 1 OF REPORT
Review: pages 112-116
Goal: a copy within 8 minutes, 6 errors
Copy 1: arrange as page 1 of UNBOUND report; may use the visual guide on workbook page 117
Copy 2: arrange as page 1 of a BOUND report and underscore sideheadings instead of all caps; use visual guide, workbook page 118
SI: 1.48—fairly difficult

HOW TO MAKE A CORRECTION

Double space all but the footnote

Center→ A Report for Typing I

Center→ By Ralph E. Young

+ #

¶ The purpose of this report is to review the techniques involved in erasing and correcting errors in typed work.[1]

+ #

TO ERASE ON THE ORIGINAL COPY

Turn ~~up~~ the paper so that the point of correction will be on the top of the cylinder; move the carriage to one side, far enough for eraser grit to fall outside the machine.

Press the paper against the roller with the ~~unoccupied~~ free hand, to prevent slippage; then,

Blowing lightly to puff away all eraser grit and using a typewriter (ink) eraser with a sharp point or ~~narrow~~ edge, erase each letter that is to be deleted.

+ #

TO ERASE ON THE CARBON COPIES

Use a soft (pencil) eraser; erase the carbon copies one at a time, starting at the top and ending ~~on~~ at the bottom. ¶ To keep the erasing on any ~~one~~ page from marking the next, use a stiff card; before erasing on a page, insert the card under ~~under~~ the paper at the point of correction, between the paper ~~which~~ that is to be erased and the following sheet of carbon paper.

+ #

1 X X X X X

1. The procedures ~~that are~~ outlined in this ~~brief~~ report are explained in great detail by ~~Miss~~ Ruth E. Gavin and ~~Miss~~ E. Lillian Hutchinson in Reference Manual for Stenographers and Typists, Third Edition (New York: ~~Gregg~~ McGraw-Hill, 1961), pages 5–7.

Test 3-A

5-MINUTE WRITING ON PARAGRAPHS
Paper: workbook page 125, or plain paper
Line: 60
Tab: paragraph 5
Spacing: double
Start: machine set, carriage at margin
Grade: box below
SI: 1.39—normal

5-MINUTE SPEED WITHIN 4 ERRORS*
45-up wam ..... A
40-44 wam ..... B
30-39 wam C
25-29 wam ..... D
* If more than 4 errors are made, compute the speed on what is typed before the fifth error.

Test 3-B

Letter 28

5-MINUTE WRITING ON BLOCKED LETTER
Paper: workbook page 126 or plain paper
Tab: center only
Start: carriage set at center tab
Body: 148 words
Grading: box above
SI: 1.39—normal

If preferred, Tests 3-B, 3-C, and 3-D may each be typed on plain paper (time: 15 minutes each, maximum). Test 3-C should then be arranged in memo form (see page 108), on a 70-space line, with tabs in 9, 20, 54, and 64. Omit the column headings. Check each paper for penalties and grade it on the adjacent grading scale.

LESSON 75

Progress Test on Part Three

Test 3

	A	B
Please send the following letter to Mr. Gerald Jordan,	12	12
Acme Drill Company, 383 Azure Street, Hartford, Connecticut	24	21
06107. At the correct point in the letter, center and type	36	23
in all capitals the subject line: Please Settle Your Bill.	48	41
Dear Mr. Jordan: We were pleased to extend to you the	60	53
rare privilege of buying from us on credit, although it has	72	65
long been our policy to require the payment of all invoices	84	77
in ten days. As you can see from the date on the duplicate	96	89
bill that I have enclosed, more than nine weeks have passed	108	101
since we delivered to you the merchandise that you ordered.	120	113
In all those many weeks, you have made no payment. We	132	126
do not like to press the matter, Mr. Jordan, but we feel it	144	138
is only fair for us to ask you to settle this bill at once.	156	150
The only way by which we can continue to offer the low	168	163
prices for which we are well known is to avoid the expenses	180	175
of a credit department. Mr. Jordan, we trust that you will	192	187
repay our courtesy by sending us your check by return mail.	204	199
Now, assure Mr. Jordan that we are sincerely his. Put	216	204
in our company name, Nelson Hardware Company, above my name	228	214
and title, Carlton Zoerner, general sales manager, plus the	240	224
usual initials and anything else that may need to be added.	252	227

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

PENALTY SCALE

—3 for each major error (top margin, line length, line-spacing, general correctness of form, etc.)
—2 for each minor error (blocking, aligning, centering, indenting, etc., of individual parts of the job)
—1 for each typographical error

GRADING SCALE

0-1 PENALTY ..... A
2-3 PENALTY ..... B
4-6 PENALTY C
7-8 PENALTY ..... D

Test 3-C

Form 19

5-MINUTE WRITING ON AN INVOICE
Form: workbook page 127
Spacing: single, with groupings as shown
Start: machine set; carriage positioned to type the address
Grade: box below

Invoice: Acme Drill Company | 383 Azure Street | Hartford, Connecticut 06107 14
Special: Type DUPLICATE *before* Invoice *and use* October 28, 19-- *date.* 29

QUANTITY	CAT. NO.	DESCRIPTION	UNIT PRICE	AMOUNT	
50	PD14	Electric power drills	4.00	200.00	45
50	PD399	Electric power drills	5.00	250.00	58
50	PD422	Electric power drills	6.00	300.00	71
100	WHO12	Hoses, 25′ x 1″, plastic	2.00	200.00	85
50	WHO38	Hoses, 40′ x 3/4″, plastic	3.00	150.00	99
25	WHO50	Hoses, 50′ x 5/8″, plastic	3.00	75.00	113
50	PDB11	Drill bits, kit sizes	.80	40.00	127
50	PDB32	Drill bits, kit sizes	1.00	50.00	140
100	PDB66	Drill bits, kit sizes	1.25	125.00	152
200	EX125	Electric cords, 5′	.10	20.00	166
150	EX135	Electric cords, 6′	.12	18.00	178
100	EX160	Electric cords, 9′	.20	20.00	190
		AMOUNT DUE		1,448.00	200
		DELIVERY		47.00	208
		TOTAL AMOUNT DUE		1,495.00	219

5-MINUTE SPEED WITHIN 4 ERRORS*
45-up wam ..... A
40-44 wam ..... B
30-39 wam C
25-29 wam ..... D
* If more than 4 errors are made, compute the speed on what is typed before the fifth error.

Test 3-D

Manuscript 17

5-MINUTE WRITING ON UNBOUND MANUSCRIPT
Form: workbook page 128
Style: arrange as the first page of a long UNBOUND manuscript
Start: carriage set at center tab
Grade: box above
SI: 1.42—normal

SHORT CUTS FOR USE IN FOOTNOTES 18

center → A Report for Typing I 34

center → By J. N. Strong 45

double space all body but not footnotes

When a ~~full~~ complete book reference is ~~cited~~ given in a footnote, much data must be ~~given~~ cited: the author or authors; the title of the book, underscored or in capitals; the city, publisher, and date of publication, typed in parentheses; and the page.[1] 61 73 85 98

ENTER THE SHORTCUTS 103

But footnotes may be shortened, when especially the ~~very~~ same data are repeated, by using these abbreviations:[2] 115 128

Loc. cit. means "Exactly as in the preceding footnote." 143

Ibid. means "same as the preceding footnote, but on a different page, which is—." It is followed by a number. 157 168

Op. cit. means "as in the previous footnote relating to the same authorship." It is preceded by the last name of the author or authors and is followed by a page number. 183 194 206

Et al. means "and others" and is used only ~~if~~ when there are three or more authors. Note that it is typed after the name of the first author in place of the other author's names.[3] 220 232 245

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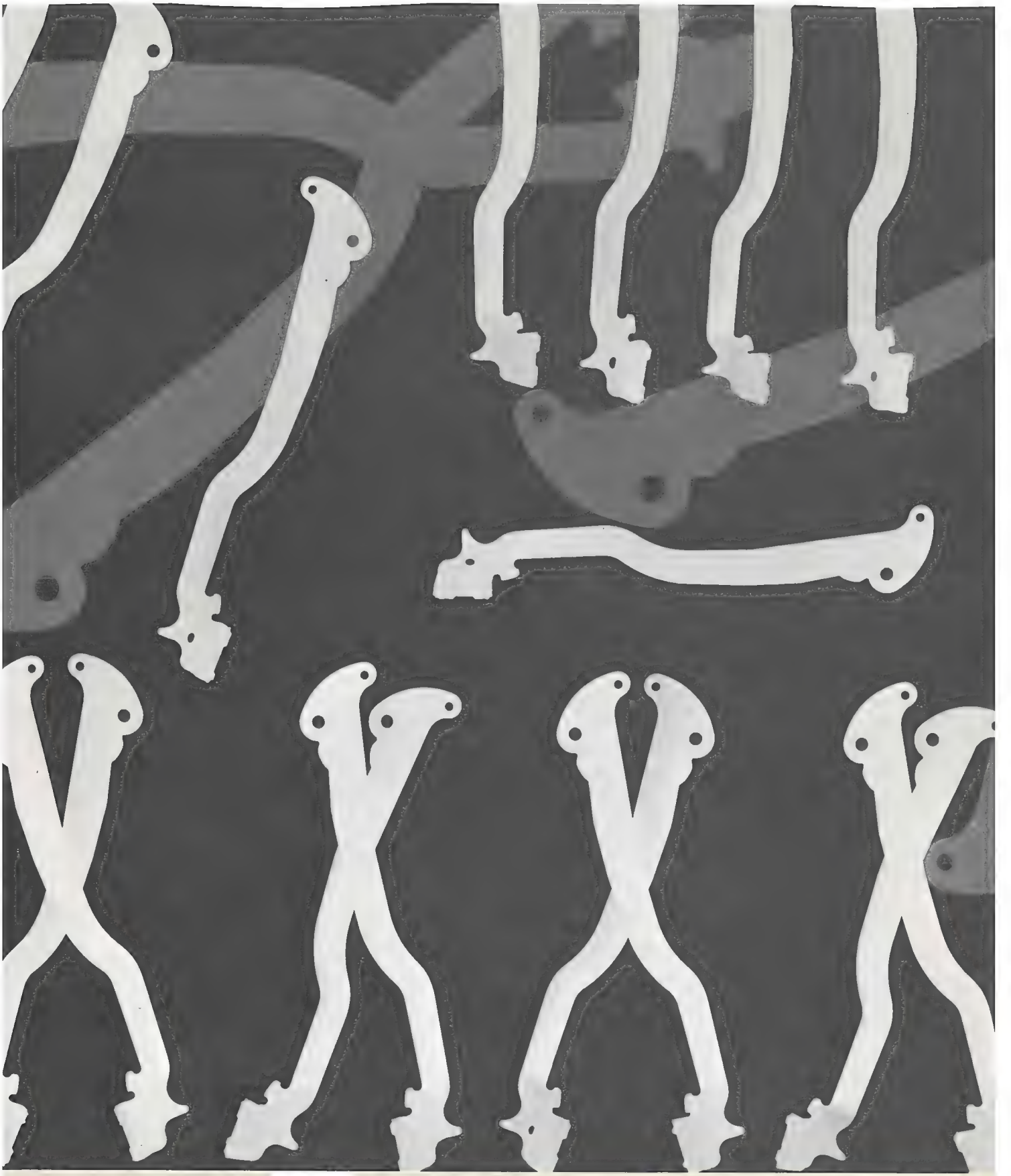
1. John L. Rowe, et al., Gregg Typing, 191 Series, Book 2 (New York: McGraw-Hill, 1963), Page 246. 278 287

2. Ibid., page 247. 295

3. Loc. cit. 302



4 SKILL BUILDING • SEMIBLOCKED LETTERS DISPLAY TABLES AND MANUSCRIPTS

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: BOOST SKILL
STRESS: LOW WRISTS

Unit 13. Skill Development

LESSONS
76–77

Skill Drive

76-A. Each line three times very evenly (or a 1-minute timing on each). Repeat in Lesson 77. Keep the wrists low.

76-A. Tune up on these reach-review lines

1 late dusk into dark long file jets came call eyes full size
2 Gary won five more prizes but quietly junked the xylophone.
3 A111 J777 S222 K888 D333 L999 F444 J666 F555 K800 S200 L900
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

76-B. To define practice goals, type a double-spaced copy (GOAL: To type it in 3 minutes). Proofread carefully.

If you make 4 or more errors, your Lesson 76 goal is ACCURACY. If you make 3 or fewer errors, it is SPEED.

SI 1.24—easy

76-B. Measure and improve your skill

4 As the late dusk slowly faded into dark, Squadron Five 12
steamed on and on, a long file of shapes along the horizon. 24
Somewhere above us was the air escort; we heard the distant 36
whine of the jets above the throb of our own engines. From 48
the ship ahead came a gleam, a flicker, a signal to call up 60
extra hands and eyes for the night watch. The darkness was 72
tense, for it was a full job just to keep in station within 84
a squadron of such size. The con officer studied the radar 96
box on the bridge, waiting for the exact second of the next 108
quarter hour, when he must change course so as to zig or to 120
zag in cadence with the other blobs of light on the screen. 132
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

76-C. Type to your goal.

ACCURACY: The whole group of drills three times.

SPEED: Each drill, individually, three times.

SI 1.05—very easy

76-C. Improve control of A, B, C, D

5 A Alma Alan Alamo aAa gala papa salad aAa alas aria canal A
6 B Bobo Baby Bobby fBf bomb blob blurb fBf bleb blab abbot B
7 C Coca Cola Chuck dCd crow cork clock dCd tick city check C
8 D Dude Dody Daddy dDd dyed odds dried dDd duds died dandy D

9 Dude hailed a cab and dashed back to the dark cabin on 12
the back beach. The dry sand squeaked as he raced from the 24
cab to the back door of the cabin. He called out to Chuck. 36
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

76-D. Type to your goal.

ACCURACY: The whole group three times.

SPEED: Each drill three times.

SI 1.21—easy

76-D. Improve control of E, F, G, H, I

10 E Erne Edie Ethel dEd else jeep eerie dEd even meet level E
11 F Fifi Effy Guffy fFf buff doff fluff fFf tiff muff offer F
12 G Gene Gigi Gregg fGf gang gong going fGf glug grog aging G
13 H Hale Hope Heath jHj hash hath shush jHj hush hand hunch H
14 I Inez Ibis India kIk kiwi into livid kIk irks tips limit I

15 The eighteen fire rangers came by a night flight to be 12
with us by eight in the morning, to help fight the nine big 24
fires in the heights. They were mighty efficient fighters. 36
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

76-E. Type to your goal.

ACCURACY: The whole group of lines three times.

SPEED: Each drill, individually, three times.

SI 1.28—fairly easy

76-E. Improve control of J, K, L, M

16 J John Jojo Jerry jJj jury joys judge jJj jade just rajah J
17 K Kirk Kate Kenny kKk kink kick knock kKk kind bake knack K
18 L Lola Lois Lloyd lLl tall bill shall lLl dull toll allow L
19 M Mimi Emma Mammy jMj maim mums mimic jMj mama mums mamma M

20 Judge Kellock sent Jake Lamont to jail for a month for 12
taking money from the Lake James Motel last July. Old Jake 24
claimed Judge Kellock and the jurors had made unjust jokes. 36
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

76-F. To confirm your progress in Lesson 76, type a double-spaced copy of paragraphs 21 and 22 (GOAL: Within 3 minutes, 3 errors) OR take one 3-minute writing (GOAL: 40 or more words a minute within 3 errors).

If you make 4 or more errors, your goal for Lesson 77 must be for ACCURACY. Otherwise, your goal is SPEED.

SI 1.32—fairly easy

76-F. Make an interim progress check

21 When we see in a newspaper a picture that, the caption 12
says, was taken by a camera from a jet flying a dozen or so 24
miles above the earth, most of us gape and marvel. For one 36
quick moment we think of one of the sad shots we have taken 48
with a box Brownie at ten feet, then we wonder what kind of 60
mystic camera can photo a hundred square miles at one shot. 72

22 Compared to what the shutterbug has, the aerial camera 84
seems to be a mystic tool, indeed. Its lens is so powerful 96
that even little details can be picked up from miles aloft. 108
In one test, an airplane took pictures of a city from eight 120
miles up; one shot was so clear that it showed a man in his 132
backyard, rocking in a rocking chair as he read his papers. 144
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

77-A. Type to your goal.

ACCURACY: The whole group of lines three times.

SPEED: Each drill, individually, three times.

SI 1.27—fairly easy

77-A. Improve control of N, O, P, Q

23 N Mann Anne Ronny jNj none inns sunny jNj nine nuns inner N
24 O Oreo Olaf Orono lOl oboe cool solos lOl took foot odors O
25 P Paul Pepe Peppy ;P; prop pups happy ;P; plop pipe paper P
26 Q Quen Quad Queen aQa quit quid pique aQa quip quay quilt Q

27 On our Quebec trip we popped aboard a quaint old ship, 12
the Norse Queen, anchored on the quay. We poked around it, 24
quite happy, for a quiet noon hour and departed for Quebec. 36
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

77-B. Type to your goal.

ACCURACY: The whole group of lines three times.

SPEED: Each drill, individually, three times.

SI 1.18—easy

77-B. Improve control of R, S, T, U, V

28 R Ruth Raul Kerry fRf roar errs marry fRf purr burr error R
29 S Sirs Tess Susan sSs less sues socks sSs uses sits loses S
30 T Tora Etta Dotty fTf that trot truth fTf toot tote trout T
31 U Ulla Judy Trudy jUj used rule usual jUj tour true usury U
32 V Vera Vick David fVf very veil vivid fVf view even never V

33 Rusty never did trust Vic to touch our TV set while he 12
was a star student in his TV course; but after Vic wound up 24
his study, Rusty loved to have him visit us and our TV set. 36
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

77-C. Type to your goal.

ACCURACY: The group of lines three times.

SPEED: Each drill, individually, three times.

SI 1.44—normal

77-C. Improve control of W, X, Y, Z

34 W Will Owen Twila sWs wows whew which sWs away when where W
35 X Next Taxi X-ray sXs axis foxy sixes sXs axle oxen taxes X
36 Y Your Yule Daily jYj days many shyly jYj year duly slyly Y
37 Z Zola Zero Dizzy aZa hazy doze fizzy aZa zone zoom dozen Z

38 Citizens are always unhappy to pay taxes; yet you must 12
realize that a city the size of Wentz has extra expenses to 24
meet, which you pay by taxes and not by quizzing the mayor. 36
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

77-D. By reviewing the paragraphs typed in Lessons 76-77, select the five keys causing you the most trouble. Repeat, twice each, the drills for those keys.

77-D. Spot-check your weakest controls

77-E. Type to your goal.

ACCURACY: The group of lines three times.

SPEED: Each drill, individually, three times.

77-E. Confirm control on preview words

39 AA faces BB budgets CC chief DD desks EE executive FF false
40 GG agree HH high II item JJ junior KK desk LL tell MM small
41 NN only OO one's PP group QQ squirm RR trim SS such TT trim
42 UU bureau VV every WW wreathes XX except YY young ZZ sizzle

77-F. To measure your progress, follow either of these two schedules:

1. Type a complete copy of these paragraphs. GOAL: To do so within 6 minutes and 4 errors.

2. Take two 5-minute timings on the article (GOAL: 35 or more wam within 3 errors). Then, record the better score of the two on the chart on workbook page 131.

SI 1.32—fairly easy

77-F. Measure your skill in sustained writing

43 The bigger any organization is, the more meetings that 12
the men and women in the executive group must attend. This 24
is uniquely true in the business world. If you run a small 36
firm and are the one and only executive, you do not have to 48
go to any meetings at all; but if you are head of a depart- 60
ment or chief of a bureau, you must attend a dozen meetings 72
a month. At such meetings, all will agree that budgets and 84
salaries and sales are not high enough and that the expense 96
items of personnel and service costs must be trimmed in all 108
the major departments, except one's own, in the whole firm. 120

44 Once in a long, long while, a scheduled meeting has to 132
be postponed; this is the moment when you learn whether you 144
are a junior or a senior executive: No one tells the young 156
juniors that the meeting is called off, and so they show up 168
after all; they sizzle in their chairs for a while and then 180
squirm all the way back to their own desks, furious despite 192
a false smile that wreathes their faces. Once this happens 204
to you, and it will, you will make it a firm rule that your 216
secretary must confirm every meeting before you hike to it. 228
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

SPECIAL REMINDER: If you make more errors in any timed writing than are cited as a goal, compute the speed on the basis of what you type before exceeding the error limit. For example, if the goal is "within 3 errors" and you make 4 or more, compute the speed on what you finished before making the fourth mistake.

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: AS DIRECTED
GOAL: RAISE SPEED, IMPROVE TECHNIQUE
STRESS: PURPOSE

LESSONS

78–79

Skill Drive

78-A. Tune up on these reach-review lines

78-A. Lines three times or ask someone to pace you by typing line 1 while you type 2 and 3 in even cadence. Do again in Lesson 79.

1 that just like this line when goal type make hazy rate grow
2 He quickly trained a dozen brown foxes to jump over a gate.
3 A1 A1 J7 J7 S2 S2 K8 K8 D3 D3 L9 L9 F4 F4 :0 :0 F5 F5 J6 J6
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

78-B. Measure and improve your skill

78-B. To define practice goals, type a double-spaced copy (GOAL: To finish within 3 errors and 3 minutes). Check your work carefully.

If you make 4 or more errors, your Lesson 78 goal is ACCURACY.

If you make 3 or fewer errors, goal is SPEED.

SI 1.36—normal

4 How quickly can a typist increase his skill in typing? 12
It depends on the typist. Oh, his machine matters; and the 24
number of hours he practices matters; and the material that 36
he uses matters; but how much these things matter is rather 48
hazy. The major thing that marks the rate of growth of the 60
expert typist is what brainpower he invests in his efforts. 72

5 For example, just copying a line of drill, even a half 84
dozen copies, will not benefit your typing. It is when you 96
study a drill to see what it is for, when you set your goal 108
for squeezing out the practice juice, and when you type the 120
drill over and over until you make your goal that you grow. 132
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

78-C. Eliminate all hesitation on the space bar

78-C-D-E. In each set, type toward your goal.

ACCURACY: Each group, like a paragraph, once for each error in 78-B (but at least three times).

SPEED: Each line once for each error in 78-B (but at least three times).

6 and dog gun not the elm may yes sow who our run nip pen nor
7 rue end dot two old due elf fly yen new way yet tub bar row
8 The U. S. A. has the U. S. N. and the U. S. M. C. together.

78-D. Eliminate all hesitation on one-hand words

9 hilly free join seat mill get oil saw pun car hum far my at
10 waste noon dear upon rate my; wax hip act mop bad pin as on
11 pylon fast only race hill was you far him see up; set in be

78-E. Eliminate all hesitation on double-letter words

POINT TO CONFIRM: Between your body and the machine there is a handspan of space.

12 wall less seem mass seek keep puff fill loss soon need dill
13 still loose error rooms sleet toddy yells snoop polls sassy
14 sizzle essays summer rubbed dinner really yellow wheel loop

78-F. Now speed up, on very easy copy, for a minute

78-F. Type paragraph 15 three times (GOAL: A perfect copy within 1 minute) or take three 1-minute timings to see how rapidly you can type without an error.

SI 1.00—very easy

15 If you wish to see your speed rate go up and up, first 12
you must give the speed a big push through the use of lines 24
like these, so full of short words that you will be sure to 36
type them at a high speed, like a race you run down a hill. 48
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

78-G. Each sentence two times; then a complete copy (GOAL: Within 2 minutes and 2 errors) or a 2-minute timing. (GOAL: Highest speed within 2 mistakes). SI 1.00—very easy

78-H. Repeat 78-B to confirm your progress in Lesson 78 and set goals for Lesson 79.

If you make 4 or more errors, your goal for Lesson 79 must be ACCURACY. Otherwise your goal is SPEED.

78-G. Now hold your speed on easy copy for 2 minutes

16 Both men said they would like to make the trip for us. 12
She lost those keys and found them when she looked in here. 24
You will hear from him when he gets down to the lake shore. 36
She said that she did not wish to work with them this year. 48

17 If he wants to see us, please tell him to let us know. 60
I said that we might hear from them by the end of the week. 72
The men do as well as they can with the time they have off. 84
The six men took the old boat down to the side of the lake. 96
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

78-H. Make an interim progress check

79-A. Type to your goal.

ACCURACY: The group of lines three times.

SPEED: Each drill, individually, three times.

79-A. Renew your new speed on common words

18 days feel just call here deal came file help keep came fill
19 give knew hear high back does find glad know bank done pace
20 hold last gone been five good home come each hope left bill
21 coal girl lent half goal land paid down form both keys hand
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

79-B. Type two copies (GOAL: A copy within 5 minutes, 3 errors).

Or, a 1-minute timing on each paragraph and a 5-minute writing on the whole selection (GOAL: Highest speed within three errors).

SI 1.00—very easy

79-B. Hold your new speed on easy copy for 5 minutes

22 If you wish to see your speed rate go up and up, first 12
you must give the speed a big push through the use of lines 24
like these, so full of short words that you will be sure to 36
type them at a high speed, like a race you run down a hill. 48

23 Once you get the feel of the new rate for a short time 60
on a few smooth drill lines of short words, you should then 72
move on to what you know the next step must be: to keep up 84
the new speed for more time and on more lines of new words. 96

24 When you first start to type at a new speed, you sense 108
that you are not sure of some of the keys you hit; but when 120
you have typed a lot of lines of speed words, you feel much 132
less ill at ease with the new pace; you get the feel of it. 144

25 Now you know, of course, that the speed you have built 156
is one that you can hold just on lines that are full of the 168
kind of words you have found in the smooth drills; what you 180
do next is to shift to drills with more long or hard words. 192

26 This does not mean that you should turn to drills that 204
are full of long and hard words; it means that you now must 216
turn to drills with a few of them, then to drills with more 228
of them, and then to lines with a fair share of such words. 240
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

PROFESSIONAL HINT:

When typing very easy copy like this, don't press for speed (let the ease of the copy bring the speed) but rather press for a steady, unabating pace that is as even as you can hold on the copy.

79-C. Type paragraph 27 three times (GOAL: To finish it within 1 minute and 1 error) or take two 2-minute races on it (GOAL: To equal your best 79-B speed, but within 2 errors).

SI 1.14—easy

79-D. Type to your goal.

ACCURACY: The whole group three times.

SPEED: Each drill, three times.

79-E. Type paragraph 31 three times (GOAL: To finish it within 1 minute and 1 error) or take two 2-minute races on it (GOAL: To equal your best 79-C speed, but within 2 errors).

SI 1.28—fairly easy

79-F. To measure your progress, follow either of these two schedules:

1. Type a complete copy of these paragraphs. (GOAL: To do so within 6 minutes, 4 errors).

2. Take two 5-minute timings on the article (GOAL: 40 or more wam within 3 errors). Then record the better score of the two on the chart on workbook page 131.

SI 1.37—normal

PROFESSIONAL HINT:

Drill lines 28-30 are especially useful. Each line is of same-length words and therefore a fine aid for rhythm. Each word results in your hands' return to the home-key position; so the drills are fine practice for retaining the home-key position, for keeping the wrists low, and for keeping the hands very quiet.

79-C. Hold your new speed on slightly harder copy

27 When you work on lines that are just a bit harder than 12
the copy on which you built your new speed, you have to put 24
pressure on yourself to keep up the pace, even though to do 36
so may mean that you may have to risk a couple more errors. 48
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

79-D. Stabilize your rhythm on these quiet-hand drills

28 all led ask tea ill dad ail red if; fed pal lad old lea was
29 desk risk sold tall told tusk will gold held leak mask fold
30 rocks leaks scold sells speak tiles rules males ricks pleas

79-E. Hold your new speed on still harder copy

31 You should not expect to equal the new speed the first 12
time you tackle a harder selection. If you did achieve the 24
proper feel for the new pace, however, you should find that 36
you accomplish it on the second or third time that you try. 48
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

79-F. Now measure your skill on normal, sustained typing

32 When speaking of speed building, it would not be right 12
to overlook the matter of accuracy; speed without accuracy, 24
of course, is worth nothing at all. It takes a half minute 36
to erase on an original and about a quarter minute or so to 48
erase on each carbon. If you are typing something with two 60
carbon copies, it takes just a little more than a minute to 72
make a correction; so you can recognize why making an error 84
a minute would give you exactly a zero, or less, in output. 96

33 There are four major elements that solve the questions 108
about accuracy. First of all, you must intend to type with 120
few or no errors; you must make a conscious effort to avoid 132
running down the hill so fast that you trip. Secondly, you 144
must maintain good posture; if you squirm around and change 156
posture, so that you also change the angle at which fingers 168
jump up and down the keyboard steps, then the errors occur. 180
Thirdly, you need exact control of the keys; the importance 192
of this is confirmed by the great number of drills you have 204
noted in this book. Finally, you must be sure that you use 216
easy copy when you drive to increase speed; only when a new 228
rate has been achieved should you then turn to normal copy. 240
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: AS DIRECTED
GOAL: NUMBER CONTROL
STRESS: EYES ON COPY

LESSONS

80–81

Skill Drive

80-A. Tune up on these reach-review lines

80-A. Each line three times or for 1 minute. Stress steady, even stroking. Repeat in Lesson 81.

1 The profit they make by their fight may pay for the chapel.
2 Jasper quietly viewed the fox, zebra, kangaroo, and camels.
3 A161 J767 S262 K868 D363 L969 F464 :060 F464 J666 S234 L987
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

80-B. Measure your skill on these numeric sentences

80-B. Type a complete copy (GOAL: Within 3 minutes and 3 errors) or take a 3-minute timing (GOAL: Highest speed within 3 errors).

If you make 4 or more errors, your Lesson 80 goal is ACCURACY.

If you make 3 or fewer errors, goal is SPEED.

4 I phoned rooms 10, 28, 39, and 47 before he called room 56.
5 Did the Halls move to 1028 39th Street or 3947 56th Street?
6 Read pages 10 and 28, then 39 and 47, and finally page 156.
7 Ask for 10 to 28 men, 39 to 47 women, and 56 boys or girls.
8 We put guests in rooms 10, 28, 39, and 47, then in room 56.
9 The dates on pages 10, 28, and 39 match those on 47 and 56.
10 We emptied boxes 10, 28, and 39; box 47 still has 156 left.
11 Is the room 10 by 28, 10 by 39, 10 by 47, or 10 by 56 feet?
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

80-C. Strengthen your control of number keys

80-C. Preliminary step: Put a light pencil mark before each line in 4-11 in which you made any error in 80-B. For each number incorrectly typed in 80-B, put a mark in front of the matching number drill in 12-21.

ACCURACY: (1) Type three copies of each drill, 4-21, before which you have put a pencil mark. (2) Type a complete copy of drills 4-21.

SPEED: (1) Type a copy of each drill in 4-21 before which you have a mark; then (2) type drills 4-21, each line typed twice as a consecutive pair.

12 l a q l a q l a l or l and ll and lll and l,lll and ll,lll.
l a q l Albert said that lll is l less than l,lll, I think.
13 2 s w 2 s w 2 s 2 or 2 and 22 and 222 and 2,222 and 22,222.
2 s w 2 Steven said that 222 is 2 less than 2,222, I think.
14 3 d e 3 d e 3 d 3 or 3 and 33 and 333 and 3,333 and 33,333.
3 d e 3 Deidre said that 333 is 3 less than 3,333, I think.
15 4 f r 4 f r 4 f 4 or 4 and 44 and 444 and 4,444 and 44,444.
4 f r 4 Flavia said that 444 is 4 less than 4,444, I think.
16 5 f 5 f 5 f 5 f 5 or 5 and 55 and 555 and 5,555 and 55,555.
5 f 5 5 Foster said that 555 is 5 less than 5,555, I think.
17 6 j y 6 j y 6 j 6 or 6 and 66 and 666 and 6,666 and 66,666.
6 j y 6 Johnny said that 666 is 6 less than 6,666, I think.
18 7 j u 7 j u 7 j 7 or 7 and 77 and 777 and 7,777 and 77,777.
7 j u 7 Joanne said that 777 is 7 less than 7,777, I think.
19 8 k i 8 k i 8 k 8 or 8 and 88 and 888 and 8,888 and 88,888.
8 k i 8 Kathie said that 888 is 8 less than 8,888, I think.
20 9 l o 9 l o 9 l 9 or 9 and 99 and 999 and 9,999 and 99,999.
9 l o 9 Leslie said that 999 is 9 less than 9,999, I think.
21 0 ; p 0 ; p 0 ; 0 or 0 and 10 and 100 and 1,000 and 10,000.
0 ; p 0 Philip said that 100 is 0 less than 1,000, I think.

80-D. Measure your progress in controlling numbers

80-D. Repeat 80-B to measure your progress.

81-A. Type a complete copy (GOAL: To finish within 3 minutes and 3 errors) or take one 3-minute writing on it (GOAL: Highest speed within 3 errors).

SI 1.39—normal, if you are master of top row

NOTE: In this book, word counts credit you with triple strokes for each underscored word and 5 strokes for each use of the tabulator mechanism (as, in indenting).

81-A. Measure your skill in technical typing

22 There are three sure keys to expert typing of numbers: 12

1. Type <u>many</u> numbers (this is why there are so many of 26
them in the production jobs and drill groups in this book). 38

2. Force yourself <u>always</u> to use correct fingering (the 52
"we 23" and other basic drills are designed for this need). 64

3. Automatize the numbers in pairs for use as pegs for 76
quick control of the numeral keys (this is the objective of 88
drills like "10 and 28 and 39 and 47 and 56" in this book). 100

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

81-B. "M" drills are for manual machines; "E," for electrics.

Each drill twice plus once more if you erred on the related symbol key when typing 81-A.

81-B. Practice the punctuation symbol keys

23M k8k k'k k8k k'k That isn't Bob's dog. I'm sure it's Joe's.
23E ;'; ;'; ;'; ;'; That isn't Bob's dog. I'm sure it's Joe's.

24M s2s s"s s2s s"s I said, "Hey, there." He growled, "Hello."
24E ;'; ;"; ;'; ;"; I said, "Hey, there." He growled, "Hello."

25 ;–; ;–; ;–; ;–; My in-laws are the stay-away-from-you type.
26 191 l(l ;0; ;); Tell them (1) what, (2) why, and (3) where.

27M j6j j_j j6j j_j Well, I <u>told</u> him to read <u>Ask the West Wind</u>.
27E ;–; ;_; ;–; ;_; Well, I <u>told</u> him to read <u>Ask the West Wind</u>.

81-C. In all "we 23" drills, the word cues you to the fingering of the next number.

1. Each line twice.
2. Repeat lines 28-33 twice more, omitting all the "cue words."

81-C. Speed up your typing of numbers

28 wet 235 tie 583 rye 463 pet 035 you 697 owe 923 wit 285 285
29 tow 592 rip 480 roe 493 our 974 pie 083 yet 635 too 599 599
30 ire 843 pup 070 ere 343 ewe 323 toe 593 eye 363 yew 632 632
31 weep 2330 tour 5974 type 5603 pity 0856 wept 2305 rope 4903
32 riot 4895 pipe 0803 wore 2943 your 6974 wire 2843 toot 5995
33 wiry 2846 true 5473 poor 0994 rout 4975 prow 0492 trip 5480

81-D. Type the lines as a paragraph; type the paragraph twice (GOAL: To finish in 1 minute and within 1 mistake).

81-D. Drill on typing solid, cumulative numbers

34 1601 1602 1603 1604 1605 1606 1607 1608 1609 1610 1611 1612
35 1513 1514 1515 1516 1517 1518 1519 1520 1521 1522 1523 1524
36 1925 1926 1927 1928 1929 1930 1931 1932 1933 1934 1935 1936

81-E. Type the paragraph twice without stopping. GOAL: To surpass your pretest score in 81-A.

Or, take one 3-minute writing on the paragraph (GOAL: Highest score within 3 errors).

SI 1.17—fairly easy

81-E. Remeasure your skill in technical typing

37 When our club was at 39 28th Street, it was called the 12
"3928 Club." Now that we've moved to 47 56th Street, it is 24
called the "4756 Club." The club is growing since we moved 36
(last June 10), for 100 to 110 <u>more</u> men have now joined us. 50

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

LINE: 60
TAB: 5 AND CENTER
SPACING: SINGLE
DRILLS: AS DIRECTED
GOAL: PRODUCTION OF CORRESPONDENCE
STRESS: CONTINUITY

Unit 14. Correspondence

LESSONS
82–83

Letter Typing

82-A. Tune up on these review lines

82-A. Lines three or more times or a 1-minute timing on each line. Repeat in Lesson 83.

They got a giant of a man to make the panel for the chapel.
Jumping quickly from the taxi, Hazel brushed a woven chair.
He called "10," then "28," then "39," then "47," then "56."
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

82-B. Boost skill on these preview words

82-B. For speed boost, each line three times. For accuracy boost, the group of lines three times. Try to hold a steady pace, speeding up a little on each line.

particularly conference products familiar plastic thank wax
combination scheduling pamphlet hallways covering about two
application durability described designed traffic which one
protective properties engineers airtight familiar heavy but

82-C. Build skill on production material

82-C. Type a double-spaced copy, line for line (GOAL: To finish within 5 minutes and 3 errors) or take one 5-minute writing on it (GOAL: At least 40 wam within 3 errors).

SI 1.38—normal

If time permits, take a 5-minute writing in Lesson 82, with a 10-second rest at the end of each minute; then repeat in Lesson 83, without any pauses.

Dear Mr. Jeffers: 4

Thank you for your inquiry about Floor Guard, our 15
fine new kind of protective floor covering. I enclose 26
a pamphlet that describes this new product, which is a 37
combination of liquid plastic and wax, with the finest 48
properties of each: the ease of application and shine 59
of wax and the high durability of strong plastic film. 70

Although Floor Guard was designed to serve in the 81
home, particularly in the kitchen and in hallways that 92
bear heavy traffic, there is no reason why Floor Guard 103
should not be used in the case that you described; the 114
wax won't yellow, and the plastic is an airtight bond. 125

One of our engineers is scheduling a trip to your 136
city in about two weeks. He is familiar not only with 147
Floor Guard but also with our other floor products; if 158
you would like him to visit you for a conference about 169
your problem, please tell us within the next few days. 180

TAB → TAB → Sincerely yours, 185
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11

LETTER GUIDE
Date 15
Address .. 20
—100 .... 4″
100-200 ... 5″
200+ .... 6″

82/83-D. Practice the production of semiblocked letters

Analyze the arrangement of the letter on page 131; then type it and the letters assigned on page 132. GOAL: To type each letter within 6 minutes, with 3 or fewer errors.

SEMIBLOCKED LETTER STYLE

Date and Closing Lines Start at Center • Paragraphs Indented 5 Spaces

Letter 29

SEMIBLOCKED LETTER
Shown: in pica
Body: 152 words
Line: 5 inches
Tab: 5 and center
Paper: letterhead
SI: 1.44—normal

January 4, 19--↓5 4

5

Miss Lee Anne Sloane 12
The Graham Company 16
2847 West Yates Street 21
Billings, Montana 59103 25

REMEMBER: After typing state name, space three times before typing postal ZIP number.

Dear Miss Sloane: 26

I am happy to answer your questions about the 29
details of our letter patterns. The answers are, 30
I believe, illustrated by this letter. 41 51

This is a <u>semiblocked</u> letter, which is simply 59
a blocked letter with the paragraphs indented. As 60
a rule, indentions are for five spaces; but it is 74
not uncommon to indent ten or even more spaces. 84 94 104

In this letter style, the date line is typed 105
either to end at the right margin or, as shown in 115
this letter, to start at the center; and the group 125
of closing lines is blocked at the center, too. 135 145

This letter also shows how and where a typist 146
indicates that he is enclosing something with the 156
letter: To serve as a reminder to himself and his 166
addressee, he types <u>Enclosure</u> or <u>Enclosures</u> on the 177
line below the reference initials. 194 202

203

Sincerely yours,↓4 207

A woman is assumed to be Miss unless Mrs. is either typed as shown here or included parenthetically in the penned signature.

210

Mrs. Ruth Leeds Murphy 216
Training Department 221

urs 222
Enclosure 224

If you take a timed writing on production copy and end with an incomplete line, count 1 word credit for each 5 strokes and for each use of the tabulator in that final incomplete line.

Business Letter in Semiblocked Style

Letter 30

SEMIBLOCKED LETTER
Body: 175 words
Line: 5 inches
Tabs: 5 and center
Paper: letterhead
SI: 1.42—normal

Lack the workbook letterheads? Then use plain paper on which you crease or rule a line across the paper 1½ inches from the top, to represent the depth of a letterhead.

Current Date | Dr. Edward L. Prall | Dean of Instruction | The Park Place School | Lincoln, Neb. 68504 | Dear Dean Prall: 17 30

Thank you for your letter inquiring about the training program we have developed for new employees. I am pleased to tell you about its three phases. 43 56 62

For the first week, each new employee learns about the company, its policies, and its products. 76 84

In the second week, each new employee studies the style manual used by all our office employees. This concerns our letter style, the forms used to requisition supplies, telephoning, and so on. 97 110 123 125

During the next few weeks, the new employees work in a production pool from which they are sent to cover the desks of absent workers or help with rush assignments. As we have vacancies, then, the trainees are ready for quick placement. 139 151 163 175

We are quite pleased with the success of this training program, Dean Prall. We should be happy to have you visit us and observe the program. | Sincerely yours, | Mrs. Ruth Leeds Murphy | Training Department | *Initials?* 188 201 220 228

Letter 31

SEMIBLOCKED LETTER
Body: 166 words
Paper: letterhead
SI: 1.42—normal

Current Date | Mr. Carl W. Vance | Vance Service Center | 1028 Kearney Street | Hastings, Neb. 68901 | Dear Mr. Vance: 17 30

Your letter asking about our new Floor Guard protective floor covering arrived on the same day that we mailed to you and all our other dealers a complete report on this wonderful new product. On the chance that your copy is delayed, however, let me answer the questions you asked in your letter. 43 55 67 78 91

Yes, our advertising campaign for Floor Guard will begin next month in the national magazines. 105 112

No, we did not authorize the article you saw in Runyon's column; because his comments echo what we say in our first ads, we guess that one of the magazines tipped him off about our advertisement. 126 138 150 154

Yes, Floor Guard is in full production, ready to deliver to dealers who rush their orders to us. Window display units and store banners will go out with the first Floor Guard shipment to each dealer. | [*Complimentary Closing:*] Get your order in! | Howard T. Blackstone | District Sales Manager | *Initials?* 167 180 193 203 217

Letter 32

SEMIBLOCKED LETTER
Body: 176 words
Paper: letterhead
SI: 1.46—fairly hard

Current Date | Mr. Kenneth M. Jeffers | Supervising Engineer | Hotel Mann Lodge | Omaha, Neb. 68104 | Dear Mr. Jeffers: 17 29

[*The body and closing of this letter are on page 130.*] Howard T. Blackstone | District Sales Manager | urs | Enclosure 233 246

LINE: 60
TAB: 5 AND CENTER
SPACING: SINGLE
DRILLS: AS DIRECTED
GOAL: SPEEDUP IN PRODUCTION
STRESS: POSTURE

LESSONS

84–85

Letter Typing

84-A. Tune up on these review lines

84-A. Each line three or more times (or 1-minute timing on each line).

Repeat in Lesson 85.

1 The name of the firm they own is to the right of the forms.
2 Six jumbo elephants quickly moved the wagon from the blaze.
3 The sum of "47" and "56" is more than "10," "28," and "39."
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

84-B. Boost skill on these preview words

84-B. For speed boost, each line three times; or, for an accuracy boost, the group of lines three times. Start each line slowly and evenly, and gradually accelerate.

4 toastmaster Saturday whether consult annual honor hope that
5 invitation sincerely evening Council should voice find time
6 selection designate schedule helping please today then will
7 earnestly committee selected banquet notify heard know sure

84-C. Build skill on production material

84-C. Type a double-spaced copy, line for line (GOAL: To finish within 5 minutes and 3 errors or take one 5-minute writing on it). (GOAL: At least 40 wam, within 3 errors).

SI 1.29—fairly easy

8 Dear Judge Young: 4

I am writing to confirm that the annual dinner to 15
honor our "Man of the Year" will be held on a Saturday 26
evening in April and to ask you whether we might count 37
on your helping the Council, as you did in each of the 48
past six years, by serving as the banquet toastmaster. 59

9 As a member of the selection committee, you know, 70
of course, that Fred Hughes is The Man; I have written 81
to him today to notify him and to ask him to designate 92
the date of the banquet. As soon as I have heard from 103
him, which should be within a few days, I shall inform 114
you of the date he has selected; then you will be able 125
to consult your own schedule and let us know for sure. 136

10 The invitation to serve as toastmaster comes from 147
all of us on the committee, of course. But please let 158
me add my own voice: busy though you are, I earnestly 169
hope that you can find the time to help us once again. 180

Yours very sincerely, 186

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11

If time permits, take a 5-minute writing in Lesson 84, with a 10-second rest at the end of each minute; repeat in Lesson 85, without any pauses.

PROFESSIONAL HINT:

Whenever you can, precede the start of a timed writing by special drilling, as:

(1) To sharpen your concentration, type a line or two backwards.

(2) To reduce errors, practice any unique stroking combinations (like the quotation marks in paragraph 8).

(3) To increase speed, race through two or three copies of a very easy sentence, like line 1.

84/85-D. Practice the production of semiblocked letters

Study the arrangement of Letter 33; then see whether you can type it and Letters 34-36 within 6 minutes and 3 errors each.

Letter 33

SEMIBLOCKED LETTER
IN FORMAL DISPLAY
Shown: in elite
Body: 170 words
Line: 5 inches
Tab: 5 and center
Paper: letterhead
SI: 1.43—normal

MBC *Madison Business Council*

120 Monona Avenue • Madison, Wisconsin 53702

February 9, 19—↓5 4

8

Dear Mr. Hughes: 12

Each spring the members of the Madison Business Council 13
select and honor at a dinner the member of the Legislature 25
who has done the most to promote the growth of business in 37
our state. I am privileged to inform you that you have been 48
awarded this honor for this year. We should like to invite 61
you to attend and to speak at the dinner in your honor. 73 84

We should like to hold the dinner on a Saturday evening 85
in April. If you would let us know which date would be most 97
convenient for you, we could then proceed to make the arrange- 109
ments for the dinner. 121 126

Will you help us keep this news confidential? From past 127
years you probably know that we seek to withhold the news of 139
our selection until the moment it is announced at the dinner. 152
Only the selection committee and a few of those involved in 164
the dinner program will know who is our "Man of the Year." 176 188

Yours very sincerely,↓4 189 197

200

Executive Secretary↓3 or 4 206

207
208
The Honorable Fred Hughes 213
Member of the Legislature 218
The Wisconsin State House 223
Madison, Wisconsin 53702 227

Use no reference symbols when an address is typed below the letter.

Typing the address at the bottom of any letter makes it "formal" or "official." Letters to dignitaries are given this special display.

Formal or Official Letter in Semiblocked Style

Letter 34

SEMIBLOCKED LETTER IN FORMAL DISPLAY
Body: 174 words
Paper: letterhead
SI: 1.37—normal

Current Date | Dear Judge Young: | [*The body and closing of this letter are on page 133*] | Yours very sincerely, | Executive Secretary ↓3 or 4 | The Honorable John Young | Judge of Superior Court | Federal Court Building | Madison, Wisconsin 53702

Letter 35

SEMIBLOCKED LETTER IN FORMAL DISPLAY
Body: 168 words
Paper: letterhead
SI: 1.48—fairly difficult

Current Date | Dear Mr. Blaine: | The Madison Business Council, which is a civic group in this city, wishes to ask and to urge you to support House Bill 3301. This is the bill that would give the owners of retail stores the right, such as owners of factories now have, for an early tax write-off for new equipment.

As you may know, the Madison Business Council is made up of top management of nearly 400 Madison firms (only a quarter of which are retail outlets) which employ some 18,500 persons. The members of the Council believe firmly not only that this bill is fair and just but also that it is long overdue.

Mr. Blaine, our whole city would benefit from tax relief for our retail stores, for it would save some stores and encourage others to modernize, thus helping all the supporting trades and bringing new life to our downtown business center. We urge you to do all you can to support H. B. 3301 and bring its benefits to your constituents. | Respectfully yours, | MADISON BUSINESS COUNCIL | Executive Secretary | The Honorable Paul S. Blaine | Representative from Wisconsin | The House of Representatives | Washington, D. C. 20025 | *Initials?*

Letters 36, 37

SEMIBLOCKED LETTER (BUSINESS DISPLAY)
Body: 100 words
Line: 4 inches
Tab: 5 and center
SI: 1.44—normal

Current Date | Mr. Harvey F. Hall, Manager | The Hilton Motor Lodge | 211 Atwood Street | Madison, Wis. 53704 | Dear Mr. Hall:

The Madison Business Council plans to hold its annual spring banquet on some Saturday evening in April. We estimate that attendance will be between 200 and 250 persons and that the affair will run from six to ten o'clock.

Please let us know for what Saturday evenings, if any, your main ballroom could be reserved for us and what menus can be offered at $7.50 and $10.00 per plate.

Please phone or write us so that we may hear from you not later than the first of next month. | Sincerely yours, | Executive Secretary | MJB | urs

Current Date | Mr. Fairleigh Lee Graham | Manager, Madison Hotel | 1800 Eighth Street | Madison, Wisconsin 53701 | Dear Mr. Graham: [*Prepare the same message.*]

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: AS DIRECTED
GOAL: SPEEDUP IN LETTER TYPING
STRESS: DETAILS

LESSONS

86–87

Letter Review

86-A. Tune up on these review lines

86-A. Each line twice; then repeat three more times whichever one fits your objective. Repeat in Lesson 87.

1 If the men do their work by six, they may go to the social.
2 Hal was quick to give us extra pizza and juice for my boys.
3 I need number signs for: (10), (28), (39), (47), and (56).
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

86-B. Revive speed on fluent preview phrases

86-B. For speed boost, each line three times; or, for an accuracy boost, the solid group, like a paragraph, three times. Type without pausing.

4 his use of the|than it is to|or how they|one of the|what to
5 will always be|how they will|and if they|just a bit|when he
6 in the same way|in the world|who has the|is the one|most of
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

86-C. Sustain speed on fluent paragraph material

86-C. Type a double-spaced copy (GOAL: To finish within a limit of 5 minutes and 3 errors) or take one 5-minute writing to see whether you can type 40 or more wam, with 3 or fewer errors.

SI 1.30—fairly easy

Letter typing requires so much attention to detail that you might be tempted to cut your pace; these paragraphs should help to restore your best momentum.

7 One of the most difficult things in the world for most 12
of us is to be consistent, yet the habit of being so is the 24
jewel in the crown of success. He who is consistent is the 36
person who has the respect of his fellow citizens, for they 48
know what to expect of him, right or wrong. The people who 60
do not always act the same way are the ones of whom most of 72
us are suspicious; our not being able quite to predict what 84
they will do or how they will act or what decision they may 96
make leaves us wary and just a bit uncomfortable with them. 108

8 The knack of being consistent is more important to the 120
typist than it is to most persons. When he is grinding out 132
page after page of a long report, for example, the touch of 144
quality comes from his use of the same margins and the same 156
heading styles on each page. When he is turning out tables 168
that summarize what the department has just done this month 180
or quarter, they must match the style and design of reports 192
of prior periods in order that the same data will always be 204
found at a glance at the same point. And what is accuracy, 216
you know, but always hitting the same keys in the same way? 228
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

86/87-D. Produce a summary project of display letters

86-D. Special notes: To give you a broad review of the display of feature lines in a letter, Letter 38 is shown with far more different displays than you are likely to see in a business letter. Rarely is an attention line used in a letter with a subject line.

If you were to make a carbon of each letter, you could mark up the carbon with reminders about the arrangement for the next letter.

Type as a four-page project on plain paper or workbook pages 155-158 the four versions of Letter 38, as directed on page 137. The table in the letter is to be centered with 6 spaces between columns; preset a tab stop for each column. Use a 60-space line for each letter.

ASSIGNMENTS	ARRANGEMENTS	SPECIAL DIRECTIONS	WORDS
Letter 38	Semiblocked, in business display	Use 60-space line. Copy as shown but indent paragraphs 15 spaces and omit the subject line.	236
Letter 39	Semiblocked, in business display	Use 60-space line. Copy as shown, with paragraphs indented 10 spaces; but omit attention line.	237
Letter 40	Semiblocked, in formal display, as on page 134	Use 60-space line, date at right margin. Convert attention line to first line of inside address, with "Dear Mr." salutation. Omit subject line and indent paragraphs only 5 spaces.	225
Letter 41	Blocked, as shown on page 98	Use 60-space line, paragraphs NOT indented. Omit subject line and the company signature.	232

February 11, 19—↓5 4

8

Southern Speakers Bureau 13
1250 College Park Place 18
Knoxville, Tennessee 37912 24

Attention of Mr. Clark T. Krane 43

Gentlemen: 47

SUBJECT: TRIP FOR DOCTOR MAHR 67

We are pleased to report that we have been able to 79
make final plans with four Kiwanis groups for the West Coast 91
trip of your client, Dr. Charles Mahr: 99

Letter 38

Table 13

SEMIBLOCKED LETTER
Paper: letterhead
Body: 141 words
SI: 1.43—normal

May 6	San Diego	106
May 7	Los Angeles	113
May 8	(Travel)	119
May 9	San Francisco	126
May 10	(Travel)	132
May 11	Portland	138

As we said in our prior letter, the Kiwanis groups 150
will pay all of Doctor Mahr's expenses and his speaker's fee 163
of $150 each time he gives his "Give Him a Break" talk. 174

We hope that you will let us know at once that the 186
plans meet with your and Doctor Mahr's approval in order that 199
we may complete the contract with Kiwanis. Please tell us, 211
also, whether Doctor Mahr would like our help in making his 223
hotel and his travel arrangements for the trip. 232

Yours very truly, 240

THE WEST COAST LYCEUM 248

251

The College Division 259

MFS/urs 260
cc Kiwanis Clubs 264

Semiblocked Business Letter with Special Features

LINE: 60
TAB: EVERY 9 SPACES
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: MASTER RULED TABLES
STRESS: EFFICIENCIES

Unit 15. Tabulation

LESSONS
88–89

Ruled Tables

88-A. Maintain perfect rhythm—including the tabulating in line 2—if you possibly can.

88-A. Tune up on these review lines

1 cab ade fag ham aim jar kay lax pan oat qua was vat tap zag
2 one six two ten two six eight
3 Flight 47 leaves at 10:28, while Flight 56 leaves at 10:39.

88-B. To gain speed, type each line three times. To gain accuracy, type the group of lines, as a paragraph, three times. Try for rhythm without trying to speed up.

88-B. Sustain rhythm on these preview words

4 horizontal centering shortcut writing crease let's even six
5 adjustment backspace checking someone anyhow quite back out
6 arithmetic advancing vertical realize square paper once for

88-C. In Lesson 88, type one complete copy, being sure to type as evenly as you can and to rest after finishing each paragraph. Then, in Lesson 89, warm up by typing, three times each, every line in which you had an error the first time you copied this; and type four copies of the last paragraph (GOAL: To type the four copies in 5 minutes, with not more than 3 errors, without looking up even once!).

Or, take a 5-minute writing in Lesson 88, with a 10-second pause after each minute; and take a 5-minute timing without rests in Lesson 89 (GOAL: 40 or more wam, within 3 errors).

Use double spacing, a 5-space paragraph tab indention, and listen for the bell. If you respond correctly to the bell, all lines will end even at the margin.

SI 1.31—fairly easy

88-C. Sustain speed on fluent alphabetic paragraphs

7 Just about the time that we think we know all there is to 12
know about our work, along will come someone with a fine 23
shortcut that is new to us. I ran into such a plan five or six 36
months ago. It is a plan for taking the arithmetic out of vertical centering. What you have to do is to back down from the 48 60
center of the paper, just like we back up from the middle of the 73
paper for horizontal centering. You will not quite realize how 86
easy it is until you try it for yourself. 95

8 But first you have to learn how to locate the vertical center 108
of the paper when it is in the machine. Let's learn to do this 121
right now. Fold a sheet of paper from bottom to top and crease 134
it horizontally. Next, open and insert this sheet in the machine, 147
advancing the paper until the top and bottom come even when 159
you press them back against the paper table, the way you do 171
anyhow when you are checking that the paper is straight. Now, 184
count how many lines you must turn up the paper to bring the 196
crease to the writing point; this will be four to six lines. Remember the number. From here on you can insert paper and 208 220
advance it until the bottom and top square up, then make the 232
adjustment of the extra lines, whose number you know, to get 244
to the exact vertical center. 250

9 Now you can guess how the plan works. You insert your 262
paper to its exact center; then, looking at the lines to be 274
centered, back out the page one line for every two lines of space 287
the copy will require, just as you backspace once for each pair 300
of spaces when you center something horizontally. 310

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13

88-D. Review the production of open tables

Line				Words
1	ADVERTISING RATIOS			11
2				12
3	January, 19—			21
4				22
5				23
6	Insertion	Number of	Cost per	41
7	Order No.	Readers	Thousand	58
8				59
9	→ 4,534	2,000,000	$4.00	68
10	4,535	1,550,000	3.50	77
11	4,536	675,000	3.75	83
12	4,537	1,125,000	4.00	89
13	4,538	1,725,000	4.25	95
14	4,539	1,265,000	6.00	109
15				110
16	AVERAGE	1,390,000	$4.25	118

Review, on page 66, the basic steps in typing a table and, on page 69, the procedure for a table that includes column headings.

NOTES: When a table has an averages or totals line: (1) underscore the columns concerned; (2) precede the line by 1 blank line; (3) type the word *Average* [or *Total*, whichever is appropriate] in all capitals at the left edge of the table; and (4) if the line includes a $ sign, align it with the one above it.

PRACTICE. Type Table 14. GOAL: To be ready within 3 minutes and to type a copy within 3 errors.

Table 14

OPEN TABLE
Paper: full sheet

88-E. Learn how to type tables in ruled form

1	ADVERTISING RATIOS			11
2				12
3	January, 19—			21
4				29
5				30
6	Insertion	Number of	Cost per	38
7	Order No.	Readers	Thousand	45
8				53
9				54
10	→ 4,534	2,000,000	$4.00	63
11	4,535	1,550,000	3.50	72
12	4,536	675,000	3.75	78
13	4,537	1,125,000	4.00	84
14	4,538	1,725,000	4.25	90
15	4,539	1,265,000	6.00	96
16				108
17				109
18	AVERAGE	1,390,000	$4.25	116
19				124

As Table 15 illustrates, tables are often prepared with ruled lines of underscores to separate the parts of the table. Note that: (1) *one* blank line is left above and below each ruled line; (2) column heads are *not* underscored; but (3) in other regards a ruled table is arranged just like an open-form table.

Two helpful cautions: (1) Complete all machine adjustments and compute the top margin *before* inserting the paper; and (2) be sure to extend the rules to the full width of the table.

PRACTICE. Type Table 15. GOAL: To be ready within 3 minutes and to type a copy within 3 errors.

Table 15

RULED TABLE
Paper: full sheet

89-F. Produce tables (next page) in ruled form

Table 16

RULED TABLE
Paper: full sheet

SPECIAL NOTES:
1. Arrangement here is alphabetic.
2. $ signs at bottom and top must align.
3. One blank line precedes and follows each underscore line.

AMENDED SALES QUOTAS

Fourth Quarter, 19—

Name	Quota	Headquarters
Allerton, Fred	$ 7,500	Chicago
Cox, Francis	9,000	New York
Farley, Harold	6,000	Mobile
Jordan, Thomas	8,000	Seattle
Maxwell, Joe	6,500	Las Vegas
Paulson, Henry	7,500	Emporia
Teacher, Leo	8,000	Nashville
TOTAL	$52,000	.....

Table 17

RULED TABLE
Paper: full sheet

Arrangement here is by sales amounts.

REPORT OF SALES

Fourth Quarter, 19—

Rank	Name	Sales	Quota
1	Jordan, Thomas	$10,000	$ 8,000
2	Cox, Francis	8,500	9,000
3	Paulson, Henry	6,750	7,500
4	Teacher, Leo	6,000	8,000
5	Maxwell, Joe	5,200	6,500
6	Farley, Harold	4,980	6,000
7	Allerton, Fred	4,500	7,500
TOTAL	.....	$45,930	$52,000

Table 18

RULED TABLE
Paper: full sheet

Arrangement here is by percentages. The percent sign must be repeated; it is not omitted as the $ sign usually is.

ANALYSIS OF SALES PERFORMANCE

Fourth Quarter, 19—

Rank	Name	Quota	Sales	Ratio
1	Jordan, Thomas	$ 8,000	$10,000	125%
2	Cox, Francis	9,000	8,500	94%
3	Paulson, Henry	7,500	6,750	90%
4	Farley, Harold	6,000	4,980	83%
5	Maxwell, Joe	6,500	5,200	80%
6	Teacher, Leo	8,000	6,000	75%
7	Allerton, Fred	7,500	4,500	60%
TOTAL	.....	$52,000	$45,930	87%

LINE: 60
TABS: EVERY 9 SPACES
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: LEARN TO TYPE BOXED TABLES
STRESS: TOUCH TABULATION

LESSONS

90–91

Boxed Tables

90-A. Tune up on these review lines

90-A. Maintain perfect rhythm—including the tabulating in line 2—if you possibly can.

1 eat ice vex few bye jet keg elm row pen que set ode the zoo

2 $10 $28 $39 $47 $56 $10 $1000

3 We had 1,039 employees in 1947 and 2,847 employees in 1956.

90-B. Maintain rhythm on these preview words

90-B. To gain speed, type each line three or more times. To gain accuracy, type the group of lines (like a paragraph) three times.

4 model plane being seize every ahead prize quest tasks quota

5 true test drug shop jugs desk keep beat only dull need dare

6 job day new lab fix try way who one not can for old any par

90-C. Sustain speed on fluent alphabetic paragraphs

90-C. In Lesson 90, first take a 2-minute writing or make one copy of paragraph 7 (SI 1.13—very easy), trying to complete it in 2 minutes. Then, practice paragraph 8 (SI 1.28—fairly easy) in the same manner; and, finally, practice paragraph 9 (SI 1.44—normal) similarly.

Then, in Lesson 91, take a 5-minute timing on the three paragraphs together or make one copy, trying to finish it in 6 minutes or less.

SI 1.27 allover—fairly easy when practiced.

Use double spacing, a 50-space line, and the usual tab-5 indention.

7 Much of the work in any kind of job is about 10
the same, day in and day out. This is as true in 20
the clouds where you test a new model of a plane, 30
or in a lab where you work with a new drug, or in 40
a shop where you design new ways to fix up broken 50
jugs as it is at an office desk. The way to keep 60
from being bored is to seize every chance to beat 70
the record, to try the unique, and to find better 80
ways to do all the things you have to do somehow. 90

8 The only sure way to get ahead in most kinds 100
of work is to gain a reputation for doing good or 110
better work. If you are the only person who does 120
a certain job, no one knows whether you deserve a 130
prize or not. Only in the routine tasks that you 140
do in common with other people can what you do be 150
compared. Only in these things can others recog- 160
nize that your work excels. If you want success, 170
your quest should be for skill in doing the dull. 180

9 But there is one hazard about which most new 190
workers have to be cautioned, and that is the old 200
danger that the new worker does not know what has 210
already been tried and rejected by the older mem- 220
bers of the firm. A quota of natural mistakes in 230
judgment is permitted to any newcomer; but trying 240
to tell more experienced workers what they should 250
be doing is not included in the newcomer's quota. 260
One has to reach par before he dare coach others. 270

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

Table 19

RULED TABLE
Paper: full, plain
Spacing: single

National Motor Company

POSITION IN THE AUTO INDUSTRY

(In Thousands of Units)

Year	Industry	Number We Made	Percent We Made
1955	6,666	1,555	23.2%
1957	5,433	1,166	21.4%
1959	4,312	1,003	23.3%
1961	6,117	1,541	25.2%
1963	5,559	1,688	30.4%
1965	7,908	2,238	28.3%

In ruled table, lines are typed as underscores.

90-D. Produce tables in "boxed" form

A *boxed* table is one with both vertical and horizontal ruled lines. The lines divide the columns and headings but do not close in the sides. The typist types the table as usual, *omitting all the rules but leaving space for them,* and then draws the lines by pen or pencil and ruler. Fine points:

1. The horizontal lines should extend a quarter inch beyond the two sides of the typed table.
2. The vertical lines should be centered within the 6 blank spaces left between the columns.
3. It is acceptable to type the horizontal lines and draw the vertical ones; but it is preferable to draw all the lines so they match each other.

Compare Tables 19 and 20. They are to be done alike except that all the rules in Table 20 are to be drawn in after the table has been typed.

Table 20

BOXED TABLE
Paper: full, plain
Spacing: single

National Motor Company

POSITION IN THE AUTO INDUSTRY

(In Thousands of Units)

Year	Industry	Number We Made	Percent We Made
1955	6,666	1,555	23.2%
1957	5,433	1,166	21.4%
1959	4,312	1,003	23.3%
1961	6,117	1,541	25.2%
1963	5,559	1,688	30.4%
1965	7,908	2,238	28.3%

In boxed table, lines are drawn after the table has been typed.

91-E. Produce boxed tables with "braced" headings

A *braced* heading identifies and is centered above two or more columns (example: *Men Employees* in Table 21). Technical fine points:

1. Omit the braced heading (but leave appropriate space for it) until the line under the braced heading has been typed; then, turn back the paper and carefully insert the braced heading.

2. Easiest way to center the braced heading over its columns: count the spaces in the columns' area (including the spaces between the columns) and the spaces in the braced heading; then, from the start of the first column, indent the braced heading half the difference in the two counts (drop any fraction). Thus, *Men Employees* (13) takes 6 spaces less than *Number*+6+*Percent* (19) and so is indented 3 spaces from the start of the *Number* column.

3. Use of a braced heading in a table requires the use of the *boxed*-table arrangement.

Table 21

BOXED TABLE WITH BRACED HEADINGS

Table 1

SUMMARY OF OFFICE EMPLOYEES ↓3

Year	Men Employees		Women Employees ↓3		Total ↓3
	Number	Percent	Number	Percent	
1940	32	40.0%	48	60.0%	80
1945	35	38.8%	55	61.2%	90
1950	40	38.1%	65	61.9%	105
1955	40	32.0%	85	68.0%	125
1960	45	31.2%	99	68.8%	144
1965	37	38.1%	60	61.9%	97

Table 22

BOXED TABLE WITH BRACED HEADING

Table 2

TENURE OF PRESENT EMPLOYEES

Years	Numbers			Percent
	Men	Women	Total	
0- 1	20	33	53	8.3%
2- 5	32	194	226	35.3%
6-10	67	119	186	29.0%
11-15	45	24	69	10.8%
16-20	35	19	54	8.4%
21-25	22	18	40	6.2%
26 up	8	5	13	2.0%
TOTAL	229	412	641	100.0%

Note that the number of a table, if it has one, is centered above the title line.

LINE: 60
TAB: EVERY 9 SPACES
SPACING: SINGLE
GOAL: REVIEW TABLE PRODUCTION
STRESS: ATTENTION TO DETAILS

LESSONS

92–93

Table Review

92-A. Each drill three or more times. Do the special extra-spacing drill (No. 3) wholly by touch, alternating the pair of lines.

92-A. Tune up on these lines

1 aid ice jig kin rip sir wit zip bit fix him via qui oil yip
2 I asked discounts of 47% and 56% but got 10%, 28%, and 39%.
3 100 280 390 470 560 100 10.00
47 56 39 28 10 1000 100.00

92-B. For an accuracy gain, type the drills four times as a paragraph; for a speed gain, type each line four times.

92-B. Regain rhythm on these fluent preview words

4 which table often three first model which shown other lines
5 must know this form when they have many most will have been
6 can use the one for its use and can set off any but has not
7 is to be if we to do so or is he to do or be to us am or by

92-C. Type a complete copy (GOAL: Finish it within 6 minutes and within 3 errors).

Or, in Lesson 92, take a 5-minute timing with a 10-second rest after each minute; and, then, in Lesson 93, take a 5-minute writing with no pauses to rest.

Adjust the machine for double spacing, a 55-space line, and a 5-space tab indention.

SI 1.33—fairly easy

92-C. Sustain your rate on this fairly easy copy

8 It is not often that the typist has to select the 11
style in which to arrange a table, for the patterns to 22
be used are usually determined by the character of the 33
table or the occasion for its use; but the typist must 44
know he can set up any table in at least three styles, 55
which are shown by the three model tables that follow. 66

9 First of all, he can set up the table in the open 77
form; this form requires no ruled lines other than the 88
underscores that set off the column headings and total 99
lines if and when they are used. This style is picked 110
for very short tables and for tables in letter bodies. 121

10 Secondly, he can display the table in ruled form, 132
which uses horizontal lines of underscores to mark off 143
the main parts of the table. This is the normal style 154
for use in tables in formal papers and reports and for 165
tables that are wide or have many very narrow columns. 176

11 Thirdly, he can use the boxed form for the table; 187
in this form the columns and headings and footings are 198
set apart by both vertical and horizontal lines, which 209
most commonly are drawn on the table after it has been 220
typed. This form is the one that must be used where a 231
braced column heading is involved or when a table will 242
be very long or has many columns or is fairly complex. 253

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11

Manuscript 18

CENTERED DISPLAY
Paper: workbook page 161 or plain
Directions: center a double-spaced copy of 92-C on the full page. Entitle it THREE WAYS TO TYPE ANY TABLE

92/93-D. Produce a project that reviews table styles

Using workbook pages 161-164 or four sheets of plain paper, center Manuscript 18 and Tables 23-25 according to the directions. GOAL: To complete each of the four assignments within 7 minutes and 4 errors.

Table 23

OPEN TABLE
Paper: workbook page 162 or plain
Special: double space the body

Table 3

AGES OF OFFICE EMPLOYEES

Range	Men	Women	Total
To 25	43	150	193
26-35	70	68	138
36-45	53	81	134
46-55	39	69	108
56-65	22	38	60
66 up	2	6	8
TOTAL	229	412	641

4 21 23 38 52 58 64 71 77 87 94

Table 24

RULED TABLE
Paper: workbook page 163 or plain
Special: insert today's date as a subtitle line

Table 3

AGES OF OFFICE EMPLOYEES

Range	Men	Women	Total
To 25	43	150	193
26-35	70	68	138
36-45	53	81	134
46-55	39	69	108
56-65	22	38	60
66 up	2	6	8
TOTAL	229	412	641

4 20 40 49 56 70 77 83 89 96 102 110 118 125

Table 25

BOXED TABLE WITH BRACED HEADINGS
Paper: workbook page 164 or plain
Special: condense table as shown*

* Condense this table in these two ways:
1. For each ruled line double space instead of triple spacing (as you did in Table 21).
2. Instead of leaving the standard 6 spaces between columns, leave only 4 spaces.

Table 3

AGES OF OFFICE EMPLOYEES ↓2

	Men		Women ↓2	
Range	No.	Percent	No.	Percent ↓2
To 25	43	18.8%	150	36.4%
26–35	70	30.6%	68	16.5%
36–45	53	23.1%	81	19.7%
46–55	39	17.0%	69	16.7%
56–65	22	9.6%	38	9.2%
66 up	2	0.9%	6	1.5% ↓2
TOTAL	229	100.0%	412	100.0%

4 5 21 22 28 29 39 40 55 66 75 84 93 102 103 113

LINE: 60
TAB: 5
SPACING: SINGLE
GOAL: LEARN ABOUT NEWS RELEASES
STRESS: FULL POWER IN PRODUCTION

Unit 16. Manuscripts

LESSONS
94–95

News Releases

94-A. Lines three times. If possible, have a classmate type line 1 to set a cadence for you to match while typing lines 2 and 3.

94-A. Tune up on these review lines

1 oar zoo box quo cod boy woe son fog mop how vox oil oak jot
2 If the SHIFT LOCK is depressed, New York IS typed NEW YORK.
3 On March 10, 1928 and 1939; and on April 28, 1947 and 1956.

94-B. To gain speed, type each line three or more times. To gain accuracy, type the group of lines (like a paragraph) three times.

94-B. Stabilize rhythm on these preview words

4 large first steps would could green prize sound quite short
5 made fine then wish must find what kind will sell best when
6 new one for box let use you buy out to do so or if it is so

94-C. Type two complete copies (one in Lesson 94, one in Lesson 95). GOAL: To finish each copy within 5 minutes and within 3 errors.

Or, take a 5-minute writing in Lesson 94 with 10-second rests after each minute; then, take a 5-minute writing in Lesson 95 without rests. GOAL: 40 or more wam with 3 or fewer errors.

Use double spacing, a 5-space indention.

SI 1.20—easy (good for increasing speed)

94-C. Sustain speed on fluent alphabetic paragraphs

7 If you made a fine new product that you wished to sell 12
to the public at large, one of your first steps would be to 24
find what kind of package for your product would appeal the 36
most to your customers. If you learned that you could sell 48
it best in a green cake box with a prize thrown in for good 60
measure, you would use a green cake box with a prize, would 72
you not? Your sound judgment would require that you do so. 84
8 That theme is quite important to the typist. When you 96
type a manuscript that you hope to have published, the work 108
you turn out is the product; and the person who receives it 120
and reads it and passes judgment on it is, let us hope, the 132
customer. If you really do wish to sell your product, then 144
you must find out in what kind of package he is most likely 156
to buy your product. An editor of a magazine, for example, 168
is more likely to buy your article or one you type for your 180
employer if it is typed with wide margins; so of course you 192
use a short line. You know: green cake box, with a prize. 204
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

If you do not have the news releases on workbook pages 165 and 167, type only Manuscripts 19 and 22, arranging both like Manuscript 19.

94/95-D. Apply your skill to producing news releases

Review the use of revision symbols, page 112; then, type the news releases that follow. GOAL: Each within 7 minutes and 3 errors.

Manuscript 19

NEWS RELEASE
Shown: in pica
Line: 6 inches
Tabs: 5, center
Top: 1 inch
SI: 1.41—normal

N E W S R E L E A S E

From James M. Donald
Press Syndicate
390 West 44 Street
New York, New York 10036

Release February 17, 19--

A TYPIST CAN WRECK A NEWS RELEASE

DATELINE

NEW YORK CITY, Feb. 17--Many a publicity ~~writer~~ expert works up a fine press release ~~release~~ only to have his typist spoil any chance of its getting ~~any~~ attention on an editor's desk, for how a news release looks is ~~more~~ just as important ~~than~~ as what it says.

That is what James M. Donald, ~~distinguished~~ chief wire editor for the Press Syndicate, told members of the New York Publicity club at their annual luncheon for news~~hawks~~ editors, which was attended by 200 publicists at the ~~Savoy Plaza~~ Hilton Statler today.

"We Editors receive news releases by the ~~dozen~~ score in every mail," he said, "telling us about the great talent of a stage star or the unsurpassed merits of some new dog food. We ought to read each hand-out with great care, I know. But an editor is so ~~lazy~~ busy that he is likely to use first whichever release will require the least change and so can be put on the press or on the wire circuit ~~most~~ easily. If you are ~~savvy~~ wise, you'll make your releases easy for the editors to use," ~~he said~~.

Donald gave ~~seven~~ six guides for "easy to use" releases:

1. In the heading, indicate who vouches for the facts.

2. Give a clear title, telling the story in one glance.

3. Start the story with a date line: city and date.

4. Be sure the typing is correct. ~~If we spot an error, we~~ Errors make editors wonder whether the release is reliable.

5. Use a 5- or 6-inch line of typing, never longer.

6. Keep the story down to one page if you can. ~~We like double~~ Double spacing is fine, but if you must single space, then do so.

Draft of a News Release
(arranged as it would be typed or duplicated on plain or colored paper)

NEWS RELEASE

MARTIN MILLER and SONS
58 BROAD STREET
ATLANTA, GEORGIA 30303

RELEASE: February 18, 19— 4

FROM: William V. Miller ↓3 8

10

NEW USE OF COLOR INCREASE S PRODUCTION RATES ↓3 35

37

ATLANTA, ~~Georgia,~~ Ga., Feb. 18—Painting the work~~ing~~ spaces in offices 50
and factories ~~with~~ the right color can ~~bring about~~ result in much higher produc- 64
tion rates, according to the results of a practical test ~~which has just~~ recently 77
~~been~~ completed by the Research department of Martin Miller & Sons, of 90
this city. 92

"Using the bright color," said Richard Miller, director of the 106
MM&S research program, "does not make the machinery go ~~any~~ faster or the mechanics 121
work any harder. # But the right color reduces eye strain; and ~~that~~ this means 135
much less fatigue, and fewer accidents, and a lessening of tension ~~in~~ among 149
workers. ~~Boosts~~ Increases in production rates are a natural result." 162

The ~~test~~ of "color dynamics" was made in several departments of 176
the Clover Mills Company, Wilmington, Delaware. The results credited 189
color with reducing absenteeisms by hundreds of hours and with allover pro- 204
duction ~~boosts~~ increases of 7 per cent in the factory and 9% in the offices. 220

The color is applied to walls, to machinery, and to work areas,-- 233
~~including~~ even floors. The plan tested at Clover reduced ~~inside~~ from outside glare and, 247
at the same time, provided eye-rest areas that lessened eye strain and 261
the tensions to which ~~this~~ it usually leads. The paints used, especially 275
manufactured for the purpose by MM&S, ~~is~~ are nonreflective and gloss free. 289

Draft of a News Release
(arranged as it would be typed or duplicated on a news release form)

Manuscript 20

NEWS RELEASE
Shown: in elite
Form: workbook
Spacing: double
SI: 1.47—fairly difficult

Manuscript 21

NEWS RELEASE

Retype Manuscript 19 on a news release form (workbook). Use single spacing.

Manuscript 22

NEWS RELEASE

Retype Manuscript 20 on plain paper, as shown on page 147. Use double spacing.

LINE: 60 TAB: 5
SPACING: SINGLE
GOAL: LEARN TO TYPE FOR PUBLICATION
STRESS: POSTURE, SUSTAINED TYPING

LESSONS

96–97

Publishing

96-A. Lines three times. If possible, have a classmate type line 1 to set a cadence for you to match as you type lines 2 and 3.

96-A. Tune up on these review lines

1 buzz vous quit must jury crux sunk cuff pour laud huge lure
2 we 23 up 70 or 94 et 35 pi 08 to 59 it 85 ow 92 ep 30 we 23
3 Names of "stores" (like Gimbel's) have to be "capitalized."

96-B. To gain speed, type each line three or more times, speeding up as you repeat it. To gain in accuracy, type the whole group of lines three or more times, trying to hold your pace constant.

96-B. Stabilize rhythm on these preview words

4 guide sheet which heavy lines zones other place under quick
5 this task each time mark that will type same page sure that
6 one for all who odd job use off and any set all you can new

96-C. Type two complete copies, one in Lesson 96 and one in Lesson 97. GOAL: To finish a copy within 5 minutes and within 3 errors. Or, take a 5-minute writing in Lesson 96 with a 10-second rest after each minute; and, take a 5-minute timing in Lesson 97 with no rest after each minute. GOAL: 40 or more words a minute within 3 or fewer errors.

SI 1.28—fairly easy

96-C. Sustain speed on fluent alphabetic paragraphs

7 One of the best tricks of the typing trade, a trick to 12
be recommended for all who frequently have to type some odd 24
kind of typing task, is the use of a visual guide. This is 36
just a sheet of paper on which you draw heavy lines to mark 48
off the margin zones, center point, and any other factor in 60
the arrangement of that odd task. Then, each time you must 72
do that task, you simply place the guide under the paper on 84
which you will type; the lines show through to guide you as 96
you set the margins, and so on, for doing that special job. 108

8 For example, suppose that the man for whom you work is 120
the author of a column in a journal or a magazine. All the 132
manuscripts you type for him should be set up alike, always 144
with the same margins, same display of headings, same posi- 156
tion for page numbers, and so on. Rather than try to memo- 168
rize the settings, design a visual guide that shows all the 180
details; then you can be ready to type a new installment in 192
one quick minute or less, sure that the form is consistent. 204
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

IDEA: For experience, why not make a visual guide for Manuscripts 23-24 or Manuscript 25, or both? Doing so will make typing easier.

96-D. Apply your skill to typing publication manuscripts

Analyze closely the assignments on the next two pages; then, type them. GOAL: To type Manuscripts 23-24 within 5 minutes and 3 errors each, and Manuscript 25 within 10 minutes and 5 errors.

Manuscripts 23-24

TWO-PAGE ARTICLE
Paper: plain
Carbon copies: 1
Line: 40 spaces
Tab: paragraph (3 spaces in), center
Top: 2" on page 1, 1" on page 2
SI: 1.59—Difficult

MANUSCRIPTS WITH SALESMANSHIP 18

By Kenneth B. Willhite 19
Formerly, Associate Editor 34
Today's Secretary ↓2 52

(44 Lines of 40 Spaces) ↓3 71

THE TYPING of a manuscript can help or 72
hinder its publication. An editor is a 88
busy person who reads many manuscripts, 99
many more than he can publish. It is 107

(Continue in column one, below.) 115 123

natural that he should be prejudiced in 8
favor of material that looks as though he 16
had written it himself. 21

There lies the secret of selling any maga- 31
zine article: Convince the editor that the 39
article was written especially for him by 48
one who knows his magazine. 54

56

IT IS NOT enough to tell the editor that 64
such is the case. The typist must prove the 73
point by the form of the manuscript. It 81
must look professional. My advice: 89

1. Type the article with the same length 98
of line as that used in the columns of the 107
magazine. Type 10 lines from a copy of the 116
magazine. Determine the average line 141
length—and use it. Do not exceed that 149
line length by more than two spaces on any 158
one line. 160

2. Precede the page number on every 168
page by the author's name. 174

3. Indicate how many lines your manu- 182
script will fill in the magazine. 189

4. Double space the manuscript. If it 198
divides into sections, like this one does, 207
type a number sign in the middle of the 215
blank line, to indicate "insert 1 blank line." 225
It counts as a whole line. 230

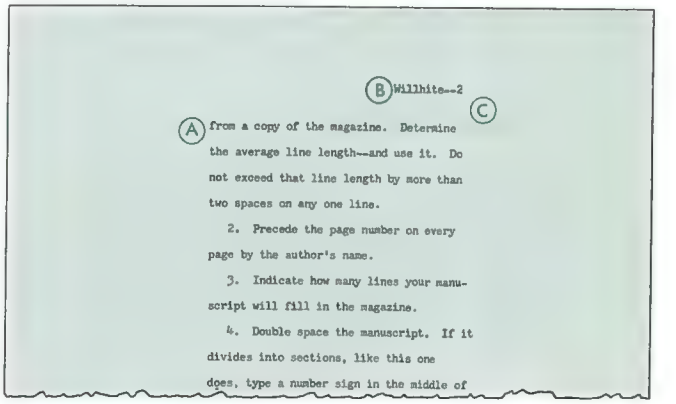
5. Use only 8½- by 11-inch paper. 238

6. Use touches of the magazine's own 247
style. If it uses sideheads, use them; if it 256
uses short paragraphs, use them; if it uses 265
footnotes, so should you. If it—whatever 274
it does, so should you. 279

281

MY, WHAT a lot of trouble! Yes, but not 289
as much trouble as it is to write an article 298
and have it rejected because it did not look 307
professional—did not seem to belong in the 316
magazine. 318

(END) 323



Continuation pages of a magazine manuscript:
A. Use same line length as on page 1.
B. Type heading (author's last name, a dash, and the page number) on line 7 at the right margin.
C. Triple space before resuming the text.

Manuscript 25

BOOK MANUSCRIPT
Shown: elite draft
Paper: plain
Carbon copies: 1
Tab: 5, 10
SI: 1.44—fairly difficult

NOTES ABOUT BOOK MANUSCRIPTS

1. They are typed in standard "bound manuscript" form. Review page 114.
2. Listings are single spaced and "double indented" 10 spaces.
3. The title of the book or chapter is identified in a "running head," typed in all-caps at the left margin, on a line with the page number.

AUTHORS GUIDE Page 21 ↓3 8

9

but whether to use st, d, th, etc., after street numbers will depend on 34

local preference; they are omitted more and more. ↓3 44

2# 45

17. Most Common Uses of Capitals: 64

¶ We apply some rules about the use of capitals so often that we do not 79

even think of ~~their being~~ these as rules. Every ~~writer~~ author knows, ~~we trust~~, to use 94

a capital letter— 98

Indent 10 spaces.

1) to start a proper name. 107
2) to start any sentence. 114
3) to start a direct quotation. 123
4) to start each line in an outline or poem. 135

The first rule is used ~~the~~ most often, for there are so many different 150

~~different~~ kinds of names. We must use a capital for names of— 162

In material to be published, italic type is indicated by underscoring.

1) deity, like God and Holy Spirit. 179
2) people, like Joe Brown and Ann Smith. 197
3) geographic places, like Los Angeles. 211
4) companies, like Gimbel Bros. 225
5 ~~6~~) trade names, like Ivory Soap and Wheaties. 243
6 ~~7~~) days of the week; months; holidays. 253

Any word substituted for a name begins with a capital, too; like Windy 271

City for Chicago, Honest Abe for Lincoln, etc. 291

One rule that is often ~~forgotten~~ overlooked is this: Use capitals for family 306

titles that are used as names but are not preceded by a possessive pro- 320

noun. Thus: "My aunt ~~will~~ would be glad to tell Mother, but I shall ask 333

Father to speak to my mother first." 341

When a title is used with a name in a sentence, capitalize the title 356

if it precedes the name but not if it follows the name. Thus: "There is 371

Governor Smith with Tom Lake, mayor of our town." Exceptions: Always 387

capitalize the title of any high government official, such as: "Mr. Reed, Sec- 402

retary of Commerce." 406

Draft of a Manuscript for a Book

LINE: 60
SPACING: SINGLE
GOAL: REVIEW PART FOUR TECHNICALITIES
STRESS: FOLLOWING DIRECTIONS EXACTLY

LESSONS

98–99

Review

98-A. Copy each line for a full minute. Repeat in Lesson 99.

98-A. Tune up on these review lines

1 Let the two men get out the box and rip off the lid for us.
2 busy city edgy fray hazy joys quay yank yelp wavy waxy yams
3 Use the quotation (") for inches: 10", 28", 39", 47", 56".

98-B. To gain speed, each line three or more times. To gain accuracy, the group of lines (like a paragraph) three times.

98-B. Boost Accuracy on these preview words

4 AA paces BB about CC cares DD dictation EE speed FF offices
5 GG good HH thing II time JJ judge KK talk LL slow MM matter
6 NN number OO short PP speak QQ frequently RR rapid SS story
7 TT tenth UU unless VV very WW who XX exact YY you ZZ zigzag

98-C. Type a complete copy in each lesson (GOAL: To finish it within 5 minutes and within 3 errors).

Or, take a 5-minute timing in Lesson 98 with a 10-second rest after each minute; then, in Lesson 99, take another 5-minute timing, this time with no end-of-minute rest. GOAL: 40 or more words a minute within 3 or fewer typing errors.

Adjust the machine for double spacing, a 50-space line, and a 5-space tab indention.

SI 1.42—normal

98-C. Sustain your rate on alphabetic paragraphs

8 One of the topics frequently talked about by 10
all who work in offices is the rate of dictation. 20
Most men feel that they dictate at a modest pace, 30
while most secretaries say that the dictators ac- 40
tually talk much faster than they realize. It is 50
hard to judge the exact speed of dictation unless 60
you have, and use, special devices to measure it. 70

9 A short time ago, a man who cares about this 80
matter made such a machine and measured the speed 90
of dictation as it was going on in a great number 100
of offices. When he analyzed the results, he had 110
quite a good picture of dictation and the jolting 120
news that no one has such a thing as an "average" 130
rate of expressing himself. His speaking varies. 140

10 He found that businessmen have four paces of 150
speaking. About a sixth of the dictation is very 160
slow, about half is fairly fast, about a third is 170
fluent, and about a tenth is very rapid. He also 180
found that there is no routine pattern; dictation 190
speed is jumbled. It zigzags from fast to rapid, 200
from slow to extreme speed. It is quite a story. 210

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

This review will get you completely ready for the end-of-part test in Lesson 100.

98/99-D. Review the production work of Part Four

Type the four assignments indicated on the next page, preceding each by the indicated review. GOAL: To do each within 10 minutes and 3 errors.

Letter 42

SEMIBLOCKED LETTER
Body: 157
Paper: letterhead
Review: page 131
Tab: 5, center
SI: 1.59—difficult

Editor, Executive Weekly | 505 Elm Street | Dallas, Texas 75202 | Dear Sir: 19 24

Most of your readers are, I know, executives who have secretaries and who give dictation regularly. I believe that your readers might be interested in an article that discusses the dictation rates and habits of businessmen and ends with a number of suggestions for increasing dictation skill. 37 50 62 75 84

I have prepared such an article. I enclose the first part and a table from the manuscript. The entire article includes 438 lines and four tables. The article is based on a fine study conducted a few years ago at the University of Pittsburgh by Dr. H. H. Green and on several recent studies that confirm his findings and enlarge on them to some degree. 99 111 124 137 150 157

I should appreciate learning from you whether you would wish me to submit the entire manuscript for your review. 171 181

Yours very truly, | Thomas Young | English Department | *Initials?* | *Other reference notations?* 201 203

Table 26

RULED TABLE
Paper: plain
Spacing: double
Review: page 139

EVERY DICTATOR'S CHANGES OF PACE 19

Dictator's Manner	Dictation Pattern	Percent of Time
Groping	Very slow	15.0%
Thoughtful	Steady	45.0%
Confident	Fluent	30.0%
Sprinting	Very fast	10.0%
TOTAL	-------	100.0%

27 36 43 51 60 67 73 80 89 98 105

Manuscript 26

2-PAGE ARTICLE

Using the page-1 heading shown below and a 40-space line, type 98-C as a magazine article. Use plain paper. Make 1 carbon copy of each page.

HOW BUSINESSMEN DICTATE
By Thomas Young
Arizona State University
Tempe, Arizona

Manuscript 27

BOOK MANUSCRIPT

Using a 6-inch line (shifted to the right to provide space for inserting the page in a three-ring binder) and double spacing, type 98-C as *Page 43* of a book on *Executive Dictation*. Use plain paper. Make 1 carbon copy of the page. NOTE: Between the first and second paragraph, insert an underscored sideheading, *Study of Dictators' Rate of Speaking*.

Test 4-A

5-MINUTE WRITING ON PARAGRAPHS
Paper: workbook page 177 or plain paper
Line: 50
Tab: paragraph 5
Spacing: double
Start: machine set, carriage at margin
Grade: box below
SI: 1.33—easy-normal

LESSON

Progress Test on Part Four

100

Test 4

4-B

N E W S R E L E A S E

From William L. Miller
Martin Miller & Sons
58 Broad Street
Atlanta, Georgia 30304

Release February 22, 19—

PAINT FIRM TO OPEN SCHOOL

ATLANTA, Ga., Feb. 22—

4-A

The first special school for engineers to be trained in how to use color to help production in plants and offices will open here within the next six weeks. The new school will be sponsored by a local paint firm that has set the pace in the new field of color dynamics. Head of the school will be the company's color expert, Dr. Lauren Martin.

Announcement of plans for the new school was made by Martin Miller, head of the firm of Martin Miller & Sons, who pointed out that the company's research in the use of color not only had created a new field of study but also had led to requests for experts who could serve as color consultants. Only by setting up the new school could the local firm assure its patrons the counsel they request.

Men enrolled for the training will be put on the MM&S payroll in return for a pledge to remain with the firm for two years. They must be twenty or older, must be single, and must have completed two or more years of college. The training is to be a six-month program in the "color kitchens" of the firm's new plant in the suburbs of this city.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

5-MINUTE SPEED WITHIN 3 ERRORS*
45-up wam ..... A
40-44 wam ..... B
30-39 wam C
25-29 wam ..... D
* If more than 3 errors are made, compute the speed on what is typed before the fourth error.

Test 4-B

Manuscript 28

5-MINUTE WRITING ON NEWS RELEASE
Paper: workbook page 178 or plain paper
Start: machine set, carriage at margin
Grade: box above
SI: 1.37—normal

If it is not feasible for you to do Tests B-C-D as timed writings, then type each task separately and fully (10-minute limit on each) and grade your work on the adjacent scales.

PENALTY SCALE
—3 for each major error (top margin, line length, line-spacing, general correctness of form, etc.)
—2 for each minor error (blocking, aligning, centering, indenting, etc., of individual parts of the job)
—1 for each typographical error

GRADING SCALE
0-1 PENALTY ..... A
2-3 PENALTY ..... B
4-6 PENALTY C
7-8 PENALTY ..... D

Test 4-C

Letter 43

5-MINUTE WRITING ON SEMIBLOCKED LETTER
Paper: workbook page 179 or plain paper
Body: 166 words
Start: machine set, carriage centered
Grade: box below
SI: 1.41—normal

Today's date | The Pelham Assurance Company | 19 South Wabash Street | Chicago, Illinois 60603 | Gentlemen: 15 25

We believe that it is time for a review of the insurance rates that we are paying you in behalf of our six main plants. 40 51

The contract rates we now pay were set in 1944 on the basis of our accident record for a period of four years that began in January, 1940. An earnest campaign for safety since that time has slashed the number of accidents and the extent of damage so much that we feel a lower rate is due us. 66 78 91 103 112

I have enclosed a table that gives the accident figures for the six factories that are covered under our contract with you. All the accidents that have involved damages are, of course, already in your own records. The details are a matter of record, which we shall be pleased to place at your disposal. 126 139 152 164 175

We hope that you will ask your underwriters to study our rates and that we may expect a reduction in the rates by the start of the next quarter. | Yours very truly, | SOUTHERN STATES CORPORATION | C. D. Ferry, Treasurer | *reference notations?* 189 201 219 235

5-MINUTE SPEED WITHIN 3 ERRORS*
45-up wam ..... A
40-44 wam ..... B
30-39 wam C
25-29 wam ..... D
* If more than 3 errors are made, compute the speed on what is typed before the fourth error.

AVERAGE NUMBER ACCIDENTS PER MONTH 21
Southern States Corporation 39 50

# Factory Locations	1940 to 1949	1950 to 1959	1960 to Date
Chattanooga, Tennessee	18.3	16.5	10.8 ~~12.4~~
Fort Worth, Texas	12.4	10.3	8.7 ~~9.2~~
Greensboro, N. C.	31.7	24.6	18.7 ~~20.8~~
Little Rock, Arkansas	15.0	12.1	10.3 ~~10.9~~
Memphis, Tennessee	9.1	6.4 ~~6.5~~	6.3 ~~6.5~~
Montgomery, Alabama	....	4.5	3.4 ~~3.8~~
~~TOTALS~~ AVERAGES	17.3	12.4	9.7 ~~10.6~~

56 65 75 86 98 108 119 129 139 149 162 169 182 192

Triple space and start over

Test 4-D

Table 27

5-MINUTE WRITING ON A RULED TABLE
Paper: workbook page 180 or plain paper
Start: machine set, carriage centered
Grade: box above

5

SKILL BUILDING • LETTER STYLING • BILLING, PAYROLL FORMS • DISPLAYS

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: THREE TIMES
STRESS: CORRECT TECHNIQUES
GOAL: BOOST SKILL

Unit 17. Skill Development

LESSONS
101–102

Skill drive

101-A. Lines three or more times, or a half-minute writing on each line.

101-A. Tune up on these reach-review lines

1 If it is their turn to go, they may find the work cut down.
2 The six zebras very quickly jumped out of the winter glare.
3 He assigned us pages 10, 28, 39, 47, and 56 for our lesson.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

101-B. Proofread your work carefully, to set your Lesson 101 goal: If you make 4 or more errors, your goal is ACCURACY. Type each set of drills like a paragraph three times and once more if assigned. If you make three or fewer errors, your goal is SPEED. Type each drill three consecutive times, plus an additional time if so indicated.

101-B. Inventory your operating techniques

Type the first four paragraphs on 101-H (or take a 5-minute writing on it), pressing your skill to its utmost: type rapidly but with good control, relentlessly keeping eyes on the copy and forcing yourself to continue the way you would if you worked in an office and if your employer gave you five minutes to get the job done!

101-C. Type as directed in 101-B. Add an extra repetition if you had any raised capitals in the 101-B writing.

101-C. Improve your capital-shifting technique

4 Ted Lou Red Ima Dan Joe Sam Lil Eve Jim Cal Kip Val Ina Wes
5 Alf Ken Don Kay Rue Ned Wyn May Bob Yve Guy Hal Bud Pam Son
6 Dana Nora Stan John Carl Lila Fred Mike Sara Joel Drew Hope
7 Ruth Mary Alan Jack Cora Paul Vick Pats Dora Hank Will Oren
8 Joe told Bob, Tom, and Red to bring Peg, Jen, Eve, and Gay.
9 We elected Bill Hamm, Anne Toll, Lynn Rodd, and Bobby Gill.
10 They drove to Akron, Cleveland, Buffalo, and Niagara Falls.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

101-D. Type as directed in 101-B. Add an extra repetition if you left out a word in 101-B.

101-D. Improve your eyes-on-copy technique

11 down. cut work the find may they go, to turn their is it If←
12 .eralg retniw eht fo tuo depmuj ylkciuq yrev sarbez xis ehT←
13 H– qu–ckl– tr––ned a d–z–n br–wn f–x–s t– j–mp –v–r a g–te.

101-E. Type as directed in 101-B. Add an extra repetition if you find any very light or very dark letters in 101-B.

101-E. Improve the evenness of your stroking

14 one some knows what end long would work big like sheet with
15 had five typed each out need times both who made which side
16 ink thin stock more wax used pound make six four eight know

101-F. Type as directed in 101-B. Add an extra repetition if you made any error in, or jammed keys in, a one-hand word in the 101-B copy.

101-F. Improve control of one-hand words

17 My case was deferred after John agreed on greater tax fees.
18 In my opinion, Lynn was dazed after severe stress in water.
19 Phillip was my best pupil after we defeated Joplin in polo.
20 You gave Johnny a great scare after you faced a grave test.

101-G. To confirm your progress, repeat 101-B.

101-G. Measure your progress in sustained writing

LINE: 60 TAB: 5
SI: 1.36—normal

101-H. Build skill in sustained typing

WHAT'S WHAT ABOUT CARBON PAPER

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

No one knows who invented carbon 7
sheets, for the event happened long ago, 15
even before the typewriter was invented; 23
but whoever it was deserves to be honored 32
by a big monument in the middle of Wall 40
Street or some other business street. 47

Can you imagine what office work would 57
be like with no carbon paper? On the aver- 65
age, business uses five copies of what- 73
ever is typed; if each copy had to be typed 82
separately, business would need five times 90
as many typists, which would be the end of 99
business, or typists, or both. Out of honest 108
respect to the person who made office work 117
possible through his invention, let's review 126
what we ought to know about it. 134

QUALITY IN CARBONS

A carbon paper is a sheet of thin, strong 145
paper coated on one side with a solution of 154
ink and wax. The quality of the sheet 161
depends on the quality of the paper and 169
coatings. 172

The thickness, or weight, of the paper 182
used in carbons is one factor to check. The 191
thinner the sheet is, the more copies you 199
can make at one typing, but the sooner the 207
sheet wears out. If you normally make from 216
four to seven copies, as most typists do, 225
then you should stock the middle weight of 233
carbon, the six pound. If you commonly 241
make more copies than seven, then you use 250
a thinner weight, such as the four pound; 258
or, if you normally make four or fewer 266
copies of what you type, then you would 274
get more value from heavier paper, such as 282
the eight pound. But, six pound is almost 291
standard. 293

A second main factor of carbon paper 302
that every typist should know is the hard- 310

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

ness, or finish, of the coating. In general, 320
a hard finish gives more uses of the carbon 328
sheet; but each copy is lighter. On the other 338
hand, a soft finish gives darker copies; but 347
the sheet cannot be used as often. If you 355
have a noiseless machine or a light touch, 364
you ought to use a soft finish. If you have 373
an electric machine or a heavy touch, then 381
you should use a hard finish. For normal of- 390
fice work on a manual machine, the best 398
finish is medium. 402

PLUS EXTRA FEATURES

Putting together what you have just 411
noted about finish and weight, you can 419
understand why most orders for boxes of 427
carbon sheets seem to be for "a medium 435
six, if you please." 439

But, makers of carbon papers are always 449
looking for new ways to make their prod- 459
uct better than that made by others; as a 465
result, some brands feature things that 473
others do not. 477

You can get carbon paper, for example, 486
that is given a special coat that will 494
prevent curling. You can get carbon 501
sheets with clipped corners, for easy sepa- 510
ration of a sheaf of papers and carbons. 518
You can get carbons edged in white, for 526
clean handling; and some carbons even 534
have a line count printed on the white edge, 543
so you know how far you are from the 551
bottom. All such features increase the price 560
of carbon paper, of course; but they are 568
worth the extra few pennies. 574

But, whether or not you use carbon 583
paper with such plus features, be sure to 591
include a word of thanks to the person who 600
began it all, the next time you reach for a 608
medium six. [START OVER] 611

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

102-A. Continue same goal and practice plan you used in Lesson 101:

ACCURACY: Consider each set of drills a paragraph; type the paragraph three times.

SPEED: Type each line three times consecutively.

102-A. Set your practice goals for Lesson 102

Review the errors you made in Lesson 101 to see which of the following mistakes you made *two or more* times (indicate by light checkmark).

- ☐ Misstroke on bottom-row key
- ☐ Misstroke on home-row key
- ☐ Misstroke on third-row key
- ☐ Misstroke on the space bar
- ☐ Misstroke on an adjacent key, like typing *w* for *e*, or *n* for *m*

102-B. Type as directed in 102-A. Add an extra repetition if you had 2 or more bottom-row errors in your Lesson 101 work.

102-B. Improve control on bottom-row keys

21 azaza ;/;/; sxsxs l.l.l dcdcd k,k,k fvfvf jmjmj fbfbf jnjnj
22 lazy, hazy, daze, maze, dozen vixen next, fixes mixes main.
23 f.o.b. c.o.d. a.m. blame bane cane vane came name balm calm
24 cab, dab, gab, jab, lab, nab, mob, sob, cob, nob, fox, fix.

102-C. Type as directed in 102-A. Add an extra repetition if you had 2 or more home-row errors in your Lesson 101 work.

102-C. Improve control on home-row keys

25 lad load road clad glad glade all gall call ball hall shall
26 ash dash hash mash lash flash ale gale kale dale hale shale
27 alk balk talk walk calk chalk ask bask cask mask task flask
28 ade fade jade made wade spade ail hail jail mail sail snail

102-D. Type as directed in 102-A. Add an extra repetition if you had 2 or more third-row errors in your Lesson 101 work.

102-D. Improve control on third-row keys

29 aqaqa ;p;p; swsws lolol deded kikik frfrf jujuj ftftf jyjyj
30 quirt quilt quits quips quirk apply apple paper piper papas
31 fully gully dully sully truly power tower lower bower cower
32 scows shows slows snows stows tried fried cried pried shied

102-E. Type as directed in 102-A. Add an extra repetition if you had 2 or more space-bar errors in your Lesson 101 work.

102-E. Improve control on the space bar

33 a b c d e f g h i j k l m n o p q r s t u v w x y z . , ; ?
34 thinner recent trial less see element typing guest they yes
35 Mr. J. D. said the C. O. D. shipment got here about 2 P. M.

102-F. Type as directed in 102-A. Add an extra repetition if you had 2 or more errors involving adjacent keys in your typing in Lesson 101.

102-F. Improve control on adjacent keys

36 EWE ewer fewer ERE here beret RTR trim earth UYU yule buyer
37 UIU ruin juice IOI join prior OPO rope spout ASA sash basal
38 SDS aids sides DFD daft doffs FGF gaff flags JHJ jury rajah
39 JKJ jack jokes KLK balk ankle CVC cave civic NMN mint enemy

102-G. Type as directed in 102-A. Focus on even, rhythmic typing. Do not push hard for speed; let the ease and evenness of the copy boost your rate.

102-G. Restore momentum on easy sentences

40 You know that they will help them when they need some help.
41 The last plan that they said they made does seem very fine.
42 We may ask the new man for the big dog she got for her son.
43 He and the boy got the car and had the two men fix the top.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

102-H. Type final four paragraphs of 101-H, or take another 5-minute writing on page 158.

102-H. Confirm your progress in sustained writing

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: THREE TIMES
STRESS: WRISTS KEPT CLOSE TOGETHER
GOAL: BOOST SKILL

LESSONS

103–104

Skill drive

103-A. Lines three times or a 1-minute sprint on each line. Be sure to repeat these in Lesson 104.

103-A. Tune up on these reach-review lines

1 The profit of eighty bushels of corn may pay for the panel.
2 Max worked quietly, alphabetizing the cards for vital jobs.
3 See pages 28, 39, and 47 in Manual No. 1056 for new models.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

103-B. Type first third of 103-H, on next page (or, take a 5-minute writing on it) to set your practice goals: ACCURACY, if you make over 3 errors; SPEED if you make 3 or fewer.

103-B. Confirm your present level of skill

103-C. Each couplet three times (for accuracy) or each line three times (for speed). Or, take 1-minute timings on couplets (for accuracy) or lines (for speed).

SI 1.08—very easy

103-C. Boost your rate on rhythmic one-line sentences

4 He may yet see how the two men dug out the old log for him.
5 An old man may ask you how you got the red cap she had hid.
6 The boys know that they must read more when they come here.
7 Why must they stay here when they like your home much more?
8 Your older folks often speak about their never being tired.
9 Jake hoped these women would stamp these brown forms first.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

103-D. Type three copies (or three 2-minute writings), pausing to type correctly a line of each word mistyped in preceding effort.

SI 1.25—fairly easy

103-D. Sustain the new rate on an alphabetic paragraph

10 The person who wishes to get ahead in the world has to 12
realize that he is going to be compared. He will be judged 24
not so much by what he does that others do not do as by how 36
much better he does the things that the others also do. He 48
must excel in those common, frequent things that provide an 60
honest yardstick by which all may be measured and compared. 72
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

103-E. The triplet three times (for accuracy) or each line three times (for speed). Or, take half-minute timings.

103-E. Sharpen your concentration ability

11 captain edward harris is now major edward harris.
12 there are mr. and mrs. frank toll, of pittsburgh.
13 tom carr invited lou pyle to visit bob at easter.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

Capitalize six words in each line.

103-F. The foursome three times (for accuracy) or each line three times (to focus on speed).

103-F. Practice patterned preview words

14 illustrate between appeal button called press need good all
15 normally treeing offices attack common sheet worry toss off
16 creases in my extra on up great only tree jump save you few
17 problem handle shake turns works such make snap both end it

103-G. Type the second third of 103-H (or a 5-minute writing) to confirm your progress.

103-G. Measure your progress in sustained writing

LINE 60: TAB: 5
SI: 1.39—normal

103-H. Build skill in sustained typing

WHAT'S WHAT ABOUT CARBON PAPER, Continued

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

CHALLENGE TO CARBONS

There is one main worry for the spirit of 9
the inventor of carbon paper. This is the 18
thought that science may come forth with 26
some easy way to make extra copies with- 34
out using carbons, a problem in which 42
science is making some headway. 48

To illustrate: In most large offices there 58
is already a copying machine; if you need a 67
few more copies of a typed page, you slip 75
the page and some special copying paper 83
into the machine, push a button, and reach 92
for the copy that the device turns out in 101
a few seconds at a cost of a few cents. 109

Along another line of attack, science has 119
come up with chemical coatings for paper. 128
As you type on one sheet, you press the 136
chemical from the back of that page onto 144
and into the chemical on the front of the 152
next page; the result is a copy of what you 161
typed. The method works like magic but 169
is costly, and erasures are next to impos- 177
sible. Such paper is called NCR since it 186
makes a copy with "No Carbon Required." 194

SNAP-OUT CARBON PACKS

But what gain has been made in the ef- 203
fort to eliminate carbon paper has been 211
more than balanced by the great gains for 220
using a lot more of it, particularly through 229
snap-outs. 231

A snap-out is a ready-made carbon pack. 241
When you have used one, you hold it at the 250
bound end and snap your wrist; like magic, 259
the papers and carbons separate, or "snap 267
out." You toss away the used carbons; 275
that is how cheap they are. 281

Snap-outs come in all sizes. They come 291
both plain and with printing on some or 299
all papers. The papers may be any color, 307

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

in any sequence, you might wish. The pack 316
may be as lean as two pages or as thick 324
as a dozen, whatever you wish to order. 332
And order them people do! There are a 340
number of companies now that do nothing 348
but print snap-outs to order. Their ap- 356
peal is obvious: They are easy and clean 364
to handle and save a great deal of time 372
for the typist, and they give perfect align- 381
ment on any snap-outs that are a printed 389
form. 390

CARBON-PAPER EFFICIENCIES

Despite the trend toward using snap- 399
outs, most typists will have frequent use 408
for individual sheets of carbon paper and 416
need to know the common efficiencies in 424
their use. For example, always insert a 432
carbon pack slowly, to prevent the pages 440
from slithering; and always press the paper 449
release a time or two, to avoid creasing or 458
treeing the carbon paper. 463

Typists who use single sheets of car- 473
bon paper normally cut off the corners of 481
the sheets; then, to separate papers from 489
carbons, the typist holds the pack at one 498
corner as he shakes the pack gently; the 507
carbon sheets slide out easily. Typists 515
should turn carbons, top to bottom, for 523
each reuse. 526

To insert a thick carbon pack, first insert 537
a sheet of paper and run it up until only 545
an inch remains on the paper table; if you 554
put the carbon pack between the paper and 562
the cylinder, the pack will go in easily. 571
Some typists like to insert the paper 578
slightly, then to interleaf their carbons. 587

Using carbon paper is part of every 596
good typist's job. 600

[START OVER]

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

104-A. Your goal for Lesson 104 should be ACCURACY if you make 4 or more errors; be sure to type sets of drills as paragraphs.

Your goal is SPEED if you make 3 or fewer errors; repeat drill lines individually.

104-A. Inventory your keyboard control

Without pausing, type seven copies of the alphabetic sentence below; then, check your work to find in which controls you erred *two or more* times:

- ☐ First finger, left hand
- ☐ Second finger, left hand
- ☐ Third finger, left hand
- ☐ Fourth finger, left hand
- ☐ First finger, right hand
- ☐ Second finger, right hand
- ☐ Third finger, right hand
- ☐ Fourth finger, right hand

18 Jeff quickly amazed the audience by giving six new reports.

104-B-C-D-E. Type each set of lines (accuracy) or separate lines (speed) once for every whole 10 words a minute you typed in your last long timed writing. (Example: if you typed 37 wam, do these drills three times.)

When you finish 104-E, repeat two times (on one line) each half-line drill for the fingers you checked off in 104-A.

104-B. Strengthen control of your forefingers

LEFT HAND | RIGHT HAND

19 frf fry fret frog fruit front |juj jut jury just judge jumpy
20 ftf aft tuft heft shaft after |jyj joy July duty jiffy juicy
21 fgf fag gaff guff foggy fight |jhj hub hunt hurt truth hurry
22 fbf fib buff flub bluff abaft |jnj Jan junk June funny runty
23 fvf vat five give favor fiver |jmj jam jump hums tummy gummy

104-C. Strengthen control of your second fingers

24 deded dee deed feed reed heed |kikik kid kind kick dike like
25 dcdcd cod dock duct cold cord |k,k,k ok, ink, irk, kip, ilk,
26 dedcd ace cede deck dice peck |kik,k pi, phi, chi, psi, Ali,

104-D. Strengthen control of your third fingers

27 swsws sew sews news swam wows |lolol low loll roll cool wool
28 sxsxs sex axes oxes exit next |l.l.l lb. Col. bbl. Del. Ill.
29 swsxs wax waxy wash taxi swab |lol.l so. too. ago. woo. Leo.

104-E. Strengthen control of your small fingers

30 aqaqa qua aqua quit quip quay |;p;p; pep prop pulp prep pump
31 azaza zag lazy hazy jazz raze |;/;/; a/b four/five nor/never
32 aqaza equalize quiz quizzical |;p;/; up; prep/prop step/stop

104-F. Each paragraph two times (or, take a 1-minute timing on it).

GOALS: To set a record on very easy paragraph 33 (SI 1.00) with 1 or no error; then, to do equally well on easy paragraph 34 (SI 1.16) and on fairly easy paragraph 35 (SI 1.32).

104-F. Now regain stride on easy paragraphs

33 Of all the things that tell a thief that a home has no 12
one there and so is ripe for a raid, it seems that the main 24
clue is on the steps out front: the milk you did not stop. 36

34 To learn more about the way that hearing works, a team 12
is making a study of the bat, which the team thinks is able 24
to see in the dark with its ears rather than with its eyes. 36

35 In case you are annoyed by the imperative ring of your 12
home telephone, you can have a chime installed, one you can 24
adjust to any pitch or volume that you just happen to like. 36

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

104-G. Type the final third of 103-H, page 161, or take a 5-minute writing on that part.

104-G. Confirm your progress in sustained writing

LINE: 60
TAB: 5
SPACING: SINGLE
GOAL: NUMBER CONTROL
STRESS: EYES ON COPY
DRILLS: AS DIRECTED

LESSONS

105–106

Figures Drive

105-A. Each line three or more times—press for smooth, steady typing. Repeat in Lesson 106.

105-A. Tune up on these reach-review lines

1 Rickey did not wish to pay the usual duty for the fur pelt.
2 My fine black ax just zipped through the wood quite evenly.
3 3 and 6 and 9 and 12 and 15 and 18 and 21 and 22 [Continue to 60]

105-B. As a pretest, type a copy without pausing or looking up once. Proofread. For each number that you type incorrectly, put a light pencil mark before the matching drill in lines 5-14.

SI 1.42—normal, with all digits and letters

105-B. Measure your skill on this numeric paragraph

4 John's company now has 56 stores, located in 30 cities 12
in the West. They employ 147 girls and 138 men, or a total 24
of 285 workers, in these stores. The various products they 36
sell are supplied by some 90 different firms, located in 26 48
states. These figures are pretty exciting when you realize 60
that this unique firm did not get into business until 1947. 72
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

105-C. Each line three times, plus an additional time if the drill is for a number that you typed incorrectly in 105-B.

When you finish typing drill 14, check your work (lines 5-14) very carefully: If there is any drill for which you have not typed at least one perfect copy, retype that drill until you do have a perfect copy.

105-C. Improve your control of the number keys

5 11 ala Of the 111 men, 11 were too tall, 11 were too short.
6 22 s2s Each of the 22 men got 2 copies of the 22-page book.
7 33 d3d The 33 boys in Camp 3 got 3 daily meals for 33 days.
8 44 f4f Of the 4,444 men, 44 bought seats on the 4:44 train.
9 55 f5f The 55 men in Squadron 5 had accrued 55 days' leave.
10 66 j6j Project 666 was done by 66 men in each of 6 classes.
11 77 j7j They need 77 coats, 77 hats, and 77 kits in Camp 77.
12 88 k8k The 8th Group bought 888 boxes of No. 88 ammunition.
13 99 l9l You will never get 9,999 by adding 9 and 99 and 999.
14 00 ;0; They saw 10 or more on Islands No. 10, 100, and 110.

105-D. Type each line three times, with at least one perfect copy of it. Do not type the underscores.

105-D. Increase fluency in typing numbers

15 we 23 23 23 wey 236 236 236 tip 580 580 580 our 974 974 974
16 up 70 70 70 you 697 697 697 wit 285 285 285 ire 843 843 843
17 or 94 94 94 yet 635 635 635 rip 480 480 480 owe 923 923 923
18 to 59 59 59 wry 246 246 246 put 075 075 075 tie 583 583 583
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

105-E. Type each line three times, with at least one perfect copy of it.

105-E. Speed up with pair-pattern numbers

19 She scored 28, 39, 47, 56, and 100 on that series of tests.
20 Trunk No. 10 is in Room 47, No. 28 in 56, and No. 39 in 10.
21 Check in closets 10, 28, and 56 for boxes number 39 and 47.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

105-F. Repeat 105-B.

105-F. Confirm your progress in number control

106-A. As a pretest, type a copy without pausing or looking up once. Proofread. For each symbol that you typed incorrectly, put a light pencil mark before the matching drill in lines 24-28.

SI 1.36—normal

106-A. Measure your skill on a paragraph with symbols

22 If you use a dash to show a break in thought, like "We 12
know—well, we think—we passed the test," make the dash of 26
two hyphens without a space before, between, or after them. 38
23 But when you wish to use a dash to indicate a span, as 52
in "about 10 - 20% off" or "about 10-20% off," use a single 64
hyphen, either with one space on each side of it or with no 76
space on either side of it; "about 10—20%" would be wrong. 88

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

106-B. Each line three times, plus an extra time if the drill is for a symbol you got wrong in the pretest.

The "M" lines are for manual typists; the "E" lines are for the electric machines.

106-B. Improve mastery of these symbol keys

24M k8k k'k
24E ;'; ;'; } It's a good day, isn't it? John's dad won a prize!

25 ;p- ;-; My in-laws are cordial—well, reasonably so—to me.

26M j6j j_j
26E ;-; ;_; } Stop reading The Call of the Wild and listen to me!

27 f5f f%f It may be typed 10% to 28%, or 10 - 28%, or 10-28%.

28M s2s s"s
28E ;'; ;"; } "Well," he said, "so long." We begged, "Don't go!"

106-C. Type each line three times, with at least one perfect copy of it. Do not type the underscores.

Note that this drill differs from 105-D.

106-C. Increase fluency in typing numbers

29 we 23 24 25 wey 236 237 238 tip 580 581 582 our 974 975 976
30 up 70 71 72 you 697 698 699 wit 285 286 287 ire 843 844 845
31 or 94 95 96 yet 635 636 637 rip 480 481 482 owe 923 924 925
32 to 59 60 61 wry 246 247 248 put 075 076 077 tie 583 584 585

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

106-D. Type three copies (or take three one-minute writings), with this GOAL: To finish a copy within 1 minute and no errors whatsoever!

SI 1.11—very easy

106-D. Regain stride on an easy paragraph

33 I stood by the door of the cabin and looked at a vista 12
that seemed to stretch on and up to the rim of the world, a 24
deep cut of a valley that the snow had made as white as the 36
finest piece of china you may ever have held in your hands. 48

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

106-E. As a post-test, make two attempts to complete this loaded paragraph within 2 minutes, with only 2 or fewer errors. Note that the word count gives triple credit for underscored words.

SI 1.59—difficult

106-E. Confirm and push your progress

34 "If you've a series of words to be underscored," Ralph 12
said, "underscore them solidly unless there is some special 27
reason why they must be stressed separately. For 90-95% of 41
the cases, you'll type the line with no breaks for spaces." 54
I asked, "What about marks of punctuation?" 64
He said, "You will—of course—underscore them if they 76
occur in a solid group; in other cases, it doesn't matter." 88

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

LINE: 50
TAB: 5, CENTER
SPACING: SINGLE
GOAL: LEARN ABOUT LETTER DESIGNS
DRILLS: 3 EACH
STRESS: APPLY FULL SKILL TO LETTERS

Unit 18. Correspondence

LESSONS
107–108
Letter styles

107-A. Tune up on these easy review lines

107-A. Recall skill by taking two ½-minute timings on each line. Repeat in Lesson 108.

1 Jip has two men who can fix the old car you have.
2 He quickly extinguished the most dangerous blaze.
3 It began at 10:28 in Room 47, was in 56 by 10:39.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

107-B. Build skill via developmental sustained writing

107-B. Steps to take:

1. Scan the copy, just to see what is said.
2. Select the hardest word in each line and type a line of it.
3. Take a 5-minute timed writing, pausing for a 10-second rest at the end of each minute. Or, type a copy, pausing to rest after you complete each paragraph.
4. Take a 5-minute timed writing without rests. Or, type a copy without pausing a single time. GOAL: Best possible rate within 3-error ceiling.

SI 1.43—normal

4 FOREWORD

AT FIRST THOUGHT, it might seem desirable for all 10
letters to be standardized, to be arranged alike. 20
Certainly it would make the production of letters 30
quite easy for the typist. Imagine: No problems 40
in placement, in line lengths, in the arrangement 50
of the inside address and closing, in any of many 60
other points of form that now concern the typist. 70
71

But the plain truth is that no one wants his 81
letters to look exactly like those of other writ- 91
ers. Like a football player who wishes a uniform 101
like that of his teammates but wants a number all 111
his own, each writer wants his letters to be like 121
other letters in general, but in some way unique. 131
132

And so business letters appear in many forms 142
that, like the football uniforms, are quite alike 152
and yet can be distinguished by some unique point 162
of arrangement. These forms are called "styles." 172
Two styles, the blocked and the semiblocked, bear 182
the burden of traffic in nine out of ten letters; 192
and other styles share the remaining tenth. As a 202
review and a guide, the following pages present a 212
gallery of the modern styles of business letters. 222

Insert day's date — Pivot your name
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

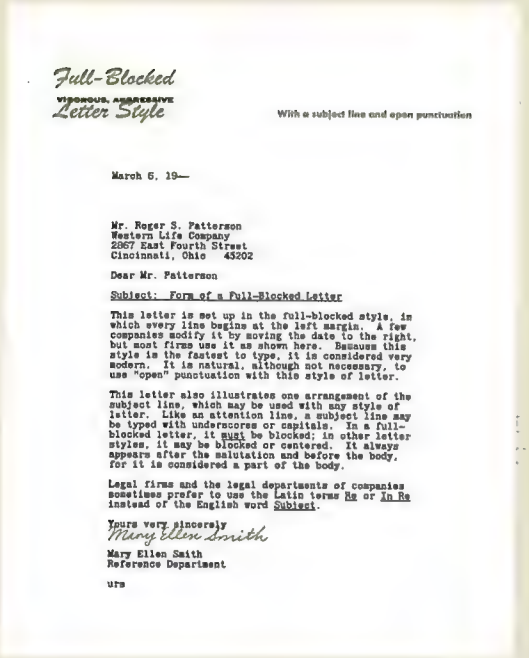
Manuscript 29

CENTERED FOREWORD
Paper: workbook page 183 or plain paper
Spacing: single
Arrangement: unbound
SI: 1.43—normal

Note: If you use plain paper for the letters, draw or type a line 1½ inches from the top, to represent the depth of a letterhead. Then, type in the blank letterhead space the caption that appears on the model illustration of the style you are to use in each letter.

107/108-C. Become an expert in letter design

Center Manuscript 29 on plain paper or on workbook page 183; then type Letters 44-47 on plain paper or workbook pages 185-192. Work carefully, for these five assignments may be used as the start of a *Letter Styles Book* that you can develop from the assignments in Unit 18.



Full-Blocked
VIGOROUS, AGGRESSIVE
Letter Style

With a subject line and open punctuation

March 6, 19—

Mr. Roger S. Patterson
Western Life Company
2867 East Fourth Street
Cincinnati, Ohio 45202

Dear Mr. Patterson

Subject: Form of a Full-Blocked Letter

This letter is set up in the full-blocked style, in which every line begins at the left margin. A few companies modify it by moving the date to the right, but most firms use it as shown here. Because this style is the fastest to type, it is considered very modern. It is natural, although not necessary, to use "open" punctuation with this style of letter.

This letter also illustrates one arrangement of the subject line, which may be used with any style of letter. Like an attention line, a subject line may be typed with underscores or capitals. In a full-blocked letter, it must be blocked; in other letter styles, it may be blocked or centered. It always appears after the salutation and before the body, for it is considered a part of the body.

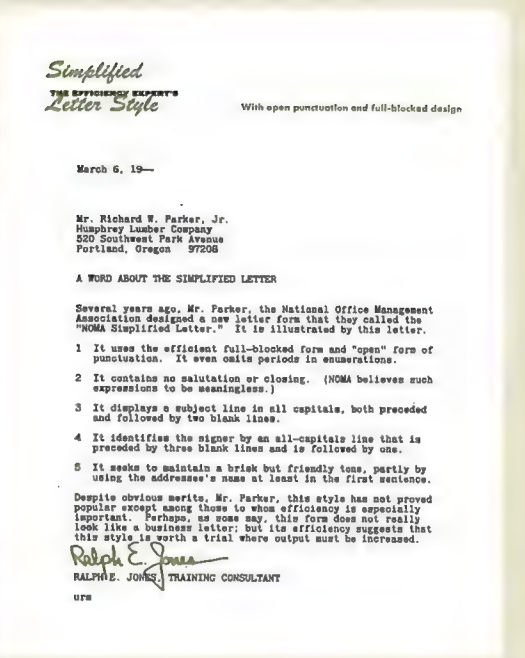
Legal firms and the legal departments of companies sometimes prefer to use the Latin terms Re or In Re instead of the English word Subject.

Yours very sincerely
Mary Ellen Smith

Mary Ellen Smith
Reference Department

urs

1. FULL-BLOCKED STYLE . . . so efficient it seems youthful, aggressive . . . every line starts at left margin . . . shown here with a subject line, too . . . and "open" punctuation (no salutation colon, no closing comma).



Simplified
THE EFFICIENCY EXPERT'S
Letter Style

With open punctuation and full-blocked design

March 6, 19—

Mr. Richard W. Parker, Jr.
Humphrey Lumber Company
520 Southwest Park Avenue
Portland, Oregon 97208

A WORD ABOUT THE SIMPLIFIED LETTER

Several years ago, Mr. Parker, the National Office Management Association designed a new letter form that they called the "NOMA Simplified Letter." It is illustrated by this letter.

1 It uses the efficient full-blocked form and "open" form of punctuation. It even omits periods in enumerations.

2 It contains no salutation or closing. (NOMA believes such expressions to be meaningless.)

3 It displays a subject line in all capitals, both preceded and followed by two blank lines.

4 It identifies the signer by an all-capitals line that is preceded by three blank lines and is followed by one.

5 It seeks to maintain a brisk but friendly tone, partly by using the addressee's name at least in the first sentence.

Despite obvious merits, Mr. Parker, this style has not proved popular except among those to whom efficiency is especially important. Perhaps, as some say, this form does not really look like a business letter; but its efficiency suggests that this style is worth a trial where output must be increased.

Ralph E. Jones
RALPH E. JONES, TRAINING CONSULTANT

urs

2. SIMPLIFIED FULL-BLOCKED . . . efficiency expert's dream: no insincere salutation or complimentary closing . . . no indentions . . . open punctuation . . . display of what reader wants most to know: what? from whom?

Letter 44

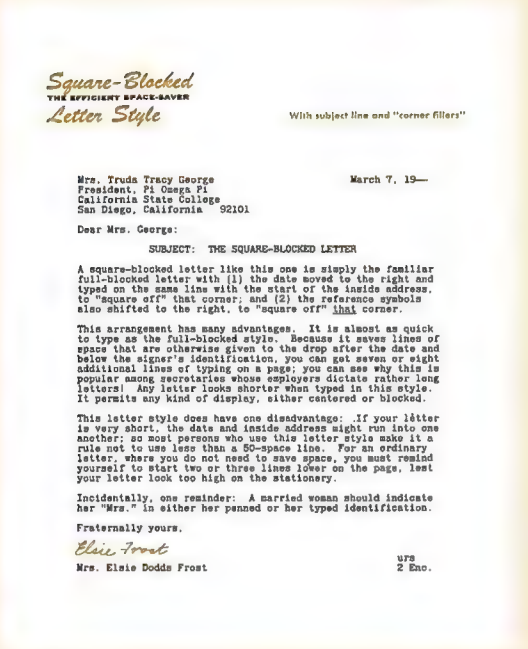
FULL-BLOCKED LETTER
Paper: workbook page 185, or plain paper
Body: 143 words
Directions: arrange like Letter 1 above
SI: 1.43—normal

Letter 45

"SIMPLIFIED" LETTER
Paper: workbook page 187, or plain paper
Body: 143 words
Directions: arrange like Letter 2 above
SI: 1.42—normal

	Letter 44	45
Date | Mr. Charles T. Elkins | 1216 Academy Drive | Colorado	18	18
Springs, Colo. 80901 | Dear Mr. Elkins	27	23
Subject: Reference for John Walcutt	50	30
Mr. John Walcutt has given us your name, Mr. Elkins, as that	63	44
of someone who can attest his character and experience in store	76	57
management. We are considering him for the post of assistant	88	69
manager of the branch store we will open in your city next month.	101	83
Might you be kind enough to advise us?	109	91
1. Does Mr. Walcutt have the character required for handling	124	106
large amounts of cash?	129	110
2. Does Mr. Walcutt have the ability to direct the work of	144	125
nine or ten other persons?	149	130
3. Does Mr. Walcutt have the creative touch and the strong	164	145
sense of duty that are so important in running a large store?	178	158
If you will answer these questions, Mr. Elkins, and the few	191	171
others asked on the enclosed printed form, we shall be most	203	183
grateful to you. Your statements will, of course, be held in strict	216	197
confidence.	219	200
Sincerely yours | J. Walt Flynn | Personnel Manager | urs |	233	211
Enclosure	235	213

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13



Square-Blocked
THE EFFICIENT SPACE-SAVER
Letter Style

With subject line and "corner fillers"

Mrs. Truda Tracy George
President, Pi Omega Pi
California State College
San Diego, California 92101

March 7, 19—

Dear Mrs. George:

SUBJECT: THE SQUARE-BLOCKED LETTER

A square-blocked letter like this one is simply the familiar full-blocked letter with (1) the date moved to the right and typed on the same line with the start of the inside address, to "square off" that corner; and (2) the reference symbols also shifted to the right, to "square off" that corner.

This arrangement has many advantages. It is almost as quick to type as the full-blocked style. Because it saves lines of space that are otherwise given to the drop after the date and below the signer's identification, you can get seven or eight additional lines of typing on a page; you can see why this is popular among secretaries whose employers dictate rather long letters! Any letter looks shorter when typed in this style. It permits any kind of display, either centered or blocked.

This letter style does have one disadvantage: If your letter is very short, the date and inside address might run into one another; so most persons who use this letter style make it a rule not to use less than a 50-space line. For an ordinary letter, where you do not need to save space, you must remind yourself to start two or three lines lower on the page, lest your letter look too high on the stationery.

Incidentally, one reminder: A married woman should indicate her "Mrs." in either her penned or her typed identification.

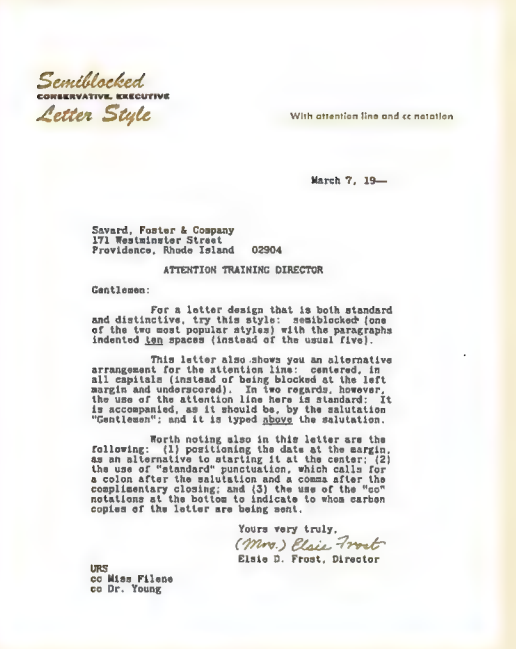
Fraternally yours,

Elsie Frost

Mrs. Elsie Dodds Frost

urs
2 Enc.

3. SQUARE-BLOCKED . . . greatest space-saver, can get an extra hundred words on page . . . for date is lowered to square up top right corner . . . and reference symbols are moved up and over to square off bottom right corner.



Semiblocked
CONSERVATIVE, EXECUTIVE
Letter Style

With attention line and cc notation

March 7, 19—

Savard, Foster & Company
171 Westminster Street
Providence, Rhode Island 02904

ATTENTION TRAINING DIRECTOR

Gentlemen:

For a letter design that is both standard and distinctive, try this style: semiblocked (one of the two most popular styles) with the paragraphs indented ten spaces (instead of the usual five).

This letter also shows you an alternative arrangement for the attention line: centered, in all capitals (instead of being blocked at the left margin and underscored). In two regards, however, the use of the attention line here is standard: It is accompanied, as it should be, by the salutation "Gentlemen"; and it is typed above the salutation.

Worth noting also in this letter are the following: (1) positioning the date at the margin, as an alternative to starting it at the center; (2) the use of "standard" punctuation, which calls for a colon after the salutation and a comma after the complimentary closing; and (3) the use of the "cc" notations at the bottom to indicate to whom carbon copies of the letter are being sent.

Yours very truly,

(Mrs.) Elsie Frost

Elsie D. Frost, Director

URS
cc Miss Filene
cc Dr. Young

4. SEMIBLOCKED . . . the restrained, cordial look that top executives like . . . shown here with an attention line . . . deep 10-space paragraph indentation, just for distinctiveness . . . and carbon-copy notations, too.

Letter 46

SQUARE-BLOCKED LETTER
Paper: workbook page 189, or plain paper
Body: 170 words
Punctuation: standard
Directions: arrange like Letter 3 above
SI: 1.34—normal

. Letter 46 47

Date | Employees Credit Union | The Lehigh Corporation | 1800 24 18
Farm Center Building | Little Rock, Arkansas 72201 | *In* 34 28
Letter 46: SUBJECT: CREDIT UNION STOCKS *but in Letter 47:* ATTEN- 38 34
TION HOWARD KLING | Gentlemen: 57 49

At the suggestion of the League of Credit Unions, to which your 71 64
group belongs, we have made a survey to learn to what extent the 84 77
funds of credit unions are now invested in stocks. 95 88

The survey has been completed. A report has been published as a 109 103
64-page booklet. If you wish, one of our staff members will bring 122 116
you copies of this report and discuss its details with you. 134 128

Our findings show that, of the 320 groups that took part in the 148 143
survey, 274 groups now hold stocks and 30 more groups are plan- 160 155
ning to purchase them; thus, 304 of the 320 groups, or 95 percent of 174 169
them, will hold stocks by the end of this year. 184 179

Letter 47

SEMIBLOCKED LETTER
Paper: workbook page 191, or plain paper
Body: 170 words
Punctuation: standard
Directions: arrange like Letter 4 above
SI: 1.34—normal

The complete report indicates what stocks have been bought and 198 193
what stocks will be purchased, according to the present plans of 211 206
the 320 groups in the study. If you would like us to help you 223 219
review the report and shape a plan of future action, just return 236 232
the card that is enclosed. | Yours very truly, | Robert E. Splane | 252 252
Vice-President | *reference symbols?* 261 259

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: THREE EACH
GOAL: LEARN MORE LETTER DESIGNS
STRESS: SKILL WITH AGGRESSIVENESS

LESSONS

109–110

Letter Styles

109-A. Tune up on these review lines

109-A. Recall skill by taking two ½-minute timings on each line. Repeat in Lesson 108.

1 They may end the big fight by the lake by the usual signal.

2 Jack quietly moved up front and seized the big ball of wax.

3 On April 10, 1928, their firm moved to 3947 East 56 Street.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

109-B. Build skill via developmental sustained typing

109-B. Steps to take:

1. Scan the copy; solve the revision markings.*
2. Select a hard word in each line; practice it.
3. Take a 5-minute timed writing, pausing for a few-seconds rest at the end of each minute. Or, type one copy, pausing to rest when you finish typing each paragraph.
4. Take a 5-minute timed writing without a rest. Or, type a copy without pausing even one time.

SI 1.29—fairly easy, if you know revision marks.

4 If you have to answer a letter which is signed by Jean 12
Holt White, should you send your answer to Mr. Smith, or to 24
Miss Smith, or Mrs. Smith? Unless you happened to see that 36
the handwriting clearly is that of man, there is no way out 48
of your dilemma; the person who puts you in such a spot is 60
is discourteous. When writing to stranger, it is the height 72
of bad taste not to clearly show what title one should use. 84

A married woman is expected to show her Mrs. either in 96
parentheses as part of her penned signature or, without the 108
parenteses, in the typed name line under her handwriting. A 120
lady who shows no Mrs. is, or may be assumed to be, a Miss. 132

Should the Mr. or Miss never be typed? Yes, whenever 144
the sex of the name is mistakeable. The name Marion, as an 156
example, is as often given to a boy as to a girl; a stranger 168
could not knew. The bearer of any such name, man or woman, 180
has to indicate the Mr. or Miss; and these are shown in the 192
same way which Mrs. is shown: in or under the signature, it. 204

Such rules do not apply, of curse, to any person who is 216
a Notable or to letters betwixt people who know each other. 228

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

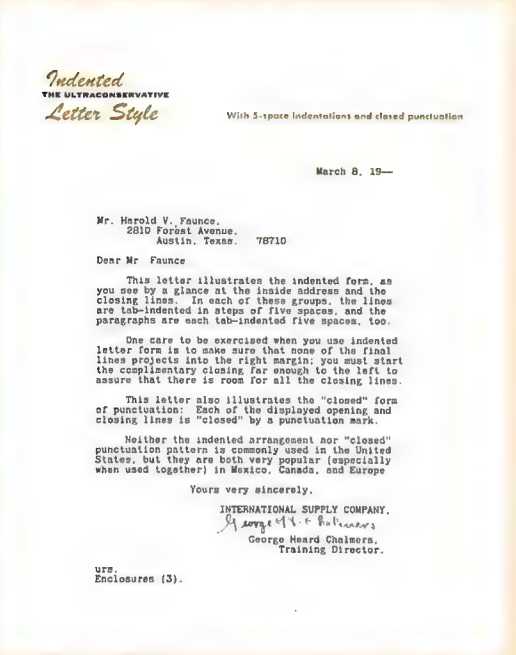
Manuscript 30

CENTERED DISPLAY
Paper: plain
Spacing: double
Line: 60 spaces
Heading: "The Title of Your Name"
SI: 1.29—fairly easy

109/110-C. Continue production of letters in new designs

Type Letters 48-51 on plain paper or workbook pages 193-200, then type Manuscript 30 (entitle it *The Title of Your Name*) on a plain sheet for possible inclusion at the end of your *Letter Style Book*. Note that the new styles in these letters require *very* careful attention to your consistent use of the tabulator.

* Uncertain of meanings of the revision marks? Then review, on page 112, the table that explains these markings.



Indented
THE ULTRACONSERVATIVE
Letter Style

With 5-space indentations and closed punctuation

March 8, 19—

Mr. Harold V. Faunce,
2810 Forest Avenue,
Austin, Texas. 78710

Dear Mr Faunce

This letter illustrates the indented form, as you see by a glance at the inside address and the closing lines. In each of these groups, the lines are tab-indented in steps of five spaces, and the paragraphs are each tab-indented five spaces, too.

One care to be exercised when you use indented letter form is to make sure that none of the final lines projects into the right margin; you must start the complimentary closing far enough to the left to assure that there is room for all the closing lines.

This letter also illustrates the "closed" form of punctuation: Each of the displayed opening and closing lines is "closed" by a punctuation mark.

Neither the indented arrangement nor "closed" punctuation pattern is commonly used in the United States, but they are both very popular (especially when used together) in Mexico, Canada, and Europe

Yours very sincerely,

INTERNATIONAL SUPPLY COMPANY,

George Heard Chalmers,
Training Director.

urs,
Enclosures (3).

5. INDENTED STYLE . . . conservative, or European, look . . . has even, five-space indentation steps . . . shown here with closed punctuation (each heading and closing line is "closed" by some kind of punctuation mark).

Indented
SPECIAL SPACE EATER
Letter Style

With double spacing and standard punctuation

March 8, 19—

Miss June R Zane
2831 Browning Avenue
Knoxville, Tennessee 27901

Dear Miss Zane:

The indented style is one of the few that may be typed in either single or double spacing. The double-spaced form, therefore, is convenient when you have a short letter that must be stretched.

When you plan the placement of a double-spaced letter, you must remember that it will stretch out to twice its single-spaced length. This letter of 83 words, double spaced, occupies as much space as would a single-spaced letter of 166 words.

Cordially yours,

District Manager

HIS/urs
cc Chicago Office

6. DOUBLE-SPACED INDENTED . . . great letter-stretcher . . . permits even a brief message to look man-size . . . often used for simple acknowledgments . . . typist must remember to double body-length estimate for placement.

Letter 48

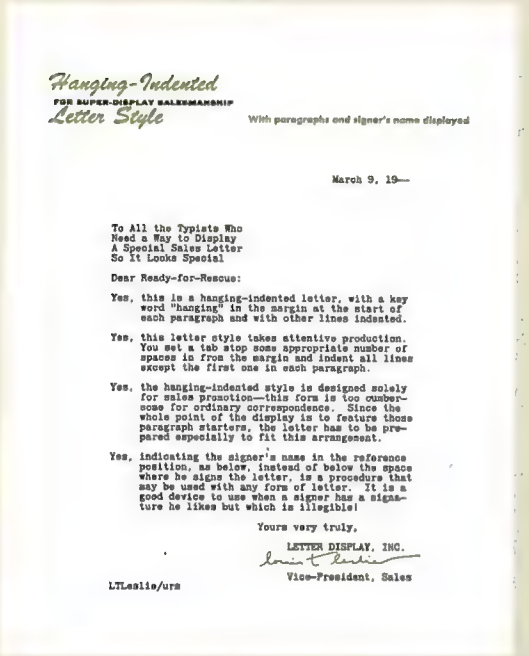
INDENTED LETTER
Paper: workbook page 193 or plain paper
Body: 106 words
Spacing: single
Punctuation: closed
Directions: arrange like Letter 5 above
SI: 1.39—normal

	Letter 48	49
LETTER 48 | *Date* | Lynch and Forbes, Inc. | 2228 South Port Street	18	. .
| Detroit, Michigan 48233 | Attention of the Personnel De-	47	. .
partment	52	. .
Gentlemen: You will recall that a young man on your staff came	68	38
to our school to meet and talk with several of our seniors just be-	81	51
fore their graduation last year. As a result, your firm was able to	95	65
obtain a number of fine young employees.	104	74
Do you wish to conduct a similar schedule of interviews this	118	88
spring? If you do, please fill in and return to us by May 1 the	131	101
planning form that accompanies this letter.	140	110
You will note that the planning form asks you to choose two alter-	155	125
nate dates; we hope that having a choice will help us reduce the	168	138
number of conflicts in appointments. | Yours very truly,	183	153
COLLEGE OF COMMERCE | Dean of Women | SEV:URS | *Others?*	208	165
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13		

Letter 49

INDENTED LETTER
Paper: workbook page 195 or plain paper
Body: 106 words
Spacing: double
Punctuation: standard
Directions: arrange like Letter 6 above
SI: 1.39—normal

LETTER 49 | *Let's send a copy of that letter also to* Davis & Wilson, Inc.	. .	11
| *They're down on* South Port, *too, at* 1318, *same zone and so on.* | *I*	. .	22
should like to see how the letter would look in double *spacing, with*	. .	. .
ordinary, standard *punctuation. I am afraid the letter might stretch*	. .	. .
out a great deal, so omit the attention line and our school name.	. .	. .



Hanging-Indented
FOR SUPER-DISPLAY SALESMANSHIP
Letter Style
With paragraphs and signer's name displayed

March 9, 19—

To All the Typists Who
Need a Way to Display
A Special Sales Letter
So It Looks Special

Dear Ready-for-Rescue:

Yes, this is a hanging-indented letter, with a key word "hanging" in the margin at the start of each paragraph and with other lines indented.

Yes, this letter style takes attentive production. You set a tab stop some appropriate number of spaces in from the margin and indent all lines except the first one in each paragraph.

Yes, the hanging-indented style is designed solely for sales promotion—this form is too cumbersome for ordinary correspondence. Since the whole point of the display is to feature those paragraph starters, the letter has to be prepared especially to fit this arrangement.

Yes, indicating the signer's name in the reference position, as below, instead of below the space where he signs the letter, is a procedure that may be used with any form of letter. It is a good device to use when a signer has a signature he likes but which is illegible!

Yours very truly,

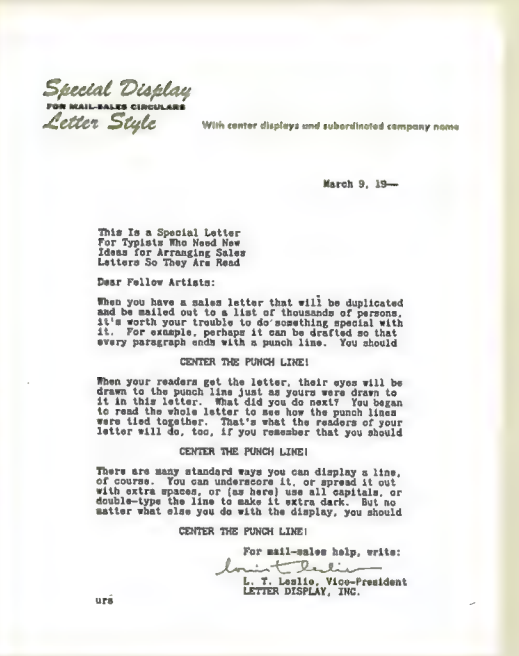
LETTER DISPLAY, INC.

Louis T. Leslie

Vice-President, Sales

LTLeslie/urs

7. HANGING-INDENTED . . . for razzle-dazzle sales letters with catch-words "hanging" in left margin . . . all body lines are indented except the first in each paragraph . . . shown here with signer's name in reference position.



Special Display
FOR MAIL-SALES CIRCULARS
Letter Style
With center displays and subordinated company name

March 9, 19—

This Is a Special Letter
For Typists Who Need New
Ideas for Arranging Sales
Letters So They Are Read

Dear Fellow Artists:

When you have a sales letter that will be duplicated and be mailed out to a list of thousands of persons, it's worth your trouble to do something special with it. For example, perhaps it can be drafted so that every paragraph ends with a punch line. You should

CENTER THE PUNCH LINE!

When your readers get the letter, their eyes will be drawn to the punch line just as yours were drawn to it in this letter. What did you do next? You began to read the whole letter to see how the punch lines were tied together. That's what the readers of your letter will do, too, if you remember that you should

CENTER THE PUNCH LINE!

There are many standard ways you can display a line, of course. You can underscore it, or spread it out with extra spaces, or (as here) use all capitals, or double-type the line to make it extra dark. But no matter what else you do with the display, you should

CENTER THE PUNCH LINE!

For mail-sales help, write:

Louis T. Leslie

L. T. Leslie, Vice-President
LETTER DISPLAY, INC.

urs

8. DISPLAY BLOCKED . . . another mail-sales design . . . hinges on use of paragraph-ending "punch lines" . . . shown here with company name under signer's title . . . Note here and in No. 7 the bizarre "inside address" form.

Letter 50

HANGING-INDENTED LETTER
Paper: workbook page 197 or plain paper
Body: 143 words
Directions: arrange like Letter 7 above
SI: 1.37—normal

Here's a sales letter I've written to mail to all the seniors of the local colleges. Would it look better in hanging-indented form or in center-display form? I don't know; draft it both *ways, please. And, to make reading easy, use a short line—say, a* 50-space *line. Better experiment a bit, first!*

	Letter 50	51
Date | To Every Young Person | Who Wants to Become | A Business Executive | Dear Ambitious Friend:	18	18
	26	26
If you could serve as apprentice to anyone whom you might pick,	41	39
whom would you pick? The errand boy? Of course not! You would	55	52
select some top businessman, one who could show you what an	69	64
executive is. If you want to pick a man like that, you must do some-	84	83
thing about it!	87	92
If you want to work with an executive, you must be able to do	102	105
something that will make him want you as his apprentice. Do you	116	118
possess fine secretarial skills? Are you an accounting expert? If	131	132
you have knowledge or skills to sell, you can do something about it!	146	157
If you want to do something about it, see us. Our business is	161	170
helping top executives find the assistants they need. It does not	175	184
cost you anything—the men pay us to find you. Now's the time to	190	197
do something about it! | For example, visit: | WHITE COLLARS, INC. |	210	225
Richard F. Benkley | District Manager | *reference symbols?*	226	233
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13		

Letter 51

DISPLAY BLOCKED LETTER
Paper: workbook page 199 or plain paper
Body: 143 words
Directions: arrange like Letter 8 above
SI: 1.37—normal

LINE: 60
SPACING: SINGLE
DRILLS: THREE EACH
GOAL: COMPLETE STYLE MANUAL
STRESS: COMPLETE TOUCH OPERATION

LESSONS

111–112

Letter Styles

111-A. Tune up on these review lines

111-A. Recall skill by typing lines 2 and 3 in cadence with someone who types only line 1.

1 They will find some more work when they have done your job.
2 The banquet speaker, James Carvings, analyzed a few hoaxes.
3 They have been at 3947 East 56 Street since April 10, 1928.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

111-B. Sustain your skill on handwritten copy

111-B. Readjust machine for double spacing, 50-space line, 5-space tab indention. Then follow this practice routine:

1. Scan the copy to be sure you can read it.
2. Select and practice any half-dozen words.
3. Take a 5-minute timed writing, pausing for a few-seconds rest at the end of each minute. (Or, type one copy, pausing to rest when you finish typing each paragraph.)
4. Take a 5-minute timed writing without a rest. (Or, type a copy without pausing even one time.)

SI 1.42—normal, if you can read the writing!

4 Judging whether a letter is long or short or average is a problem to the novice, but it is not one to the experienced office typist. Except for a few very short or very long letters, the expert treats all letters as average ones, trusting that he will be able to stretch or squeeze the closing lines enough to balance the letter placement. In most cases he can do so, too, simply by adjusting the signature space from the standard three lines of open space to as few as two or as many as six. 10 20 30 40 50 60 70 80 90 100

5 The notations at the end of the letter are a point of easy expanding and squeezing. These may begin as high as level with the identification of the signer or may begin two or three lines below; and these lines may be single spaced, to conserve space, or be double spaced, to spread the letter. The enclosure notation is very useful in juggling letter length, for the items to be enclosed might or might not be listed, depending on space needs. Almost any letter other than one that's very long or very short can be treated as "average" length. 110 120 130 140 150 160 170 180 190 200 210
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

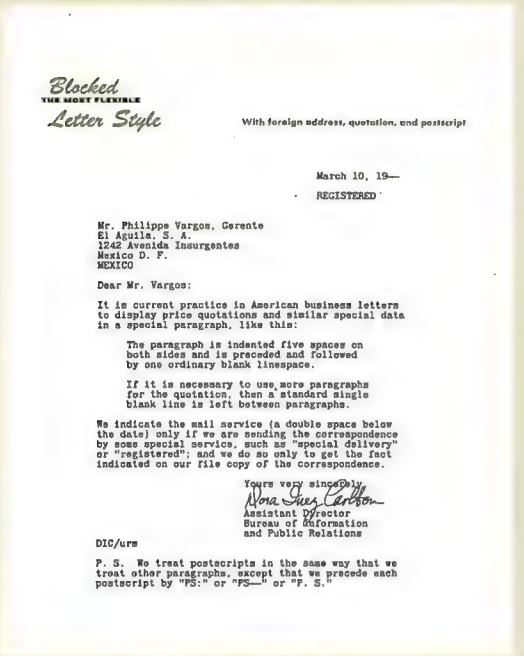
Manuscript 31

CENTERED DISPLAY
Paper: plain
Spacing: double
Line: 50 spaces
Heading: "Letter Placement"
SI: 1.42—normal

NOTE: 111-B will double block on a 50-space line. When you type it as Manuscript 31, copy from either the writing or your 111-B copy of it.

111/112-C. Continue production of letters in new designs

Type Letters 52-53 on plain paper or workbook pages 201 and 203, then type Manuscript 31 (entitle it *Letter Placement*) by centering it on a full page. Then assemble your complete *Letter Style Book*.



Blocked
THE MOST FLEXIBLE
Letter Style

With foreign address, quotation, and postscript

March 10, 19—

REGISTERED

Mr. Philippe Vargos, Gerente
El Aguila, S. A.
1242 Avenida Insurgentes
Mexico D. F.
MEXICO

Dear Mr. Vargos:

It is current practice in American business letters to display price quotations and similar special data in a special paragraph, like this:

The paragraph is indented five spaces on both sides and is preceded and followed by one ordinary blank linespace.

If it is necessary to use more paragraphs for the quotation, then a standard single blank line is left between paragraphs.

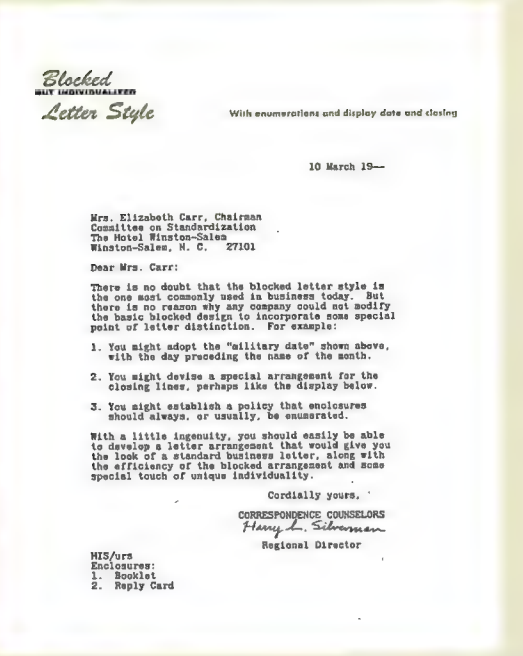
We indicate the mail service (a double space below the date) only if we are sending the correspondence by some special service, such as "special delivery" or "registered"; and we do so only to get the fact indicated on our file copy of the correspondence.

Yours very sincerely,
Nora Suez Carbon
Assistant Director
Bureau of Information
and Public Relations

DIC/urs

P. S. We treat postscripts in the same way that we treat other paragraphs, except that we precede each postscript by "PS:" or "PS—" or "P. S."

9. BLOCKED LETTER . . . shown here with mail-service reminder under date . . . foreign address, country name on separate, all-capped line . . . set-off paragraphs . . . long signer's identification . . . and a postscript.



Blocked
MILT INDIVIDUALIZED
Letter Style

With enumerations and display date and closing

10 March 19—

Mrs. Elizabeth Carr, Chairman
Committee on Standardization
The Hotel Winston-Salem
Winston-Salem, N. C. 27101

Dear Mrs. Carr:

There is no doubt that the blocked letter style is the one most commonly used in business today. But there is no reason why any company could not modify the basic blocked design to incorporate some special point of letter distinction. For example:

1. You might adopt the "military date" shown above, with the day preceding the name of the month.

2. You might devise a special arrangement for the closing lines, perhaps like the display below.

3. You might establish a policy that enclosures should always, or usually, be enumerated.

With a little ingenuity, you should easily be able to develop a letter arrangement that would give you the look of a standard business letter, along with the efficiency of the blocked arrangement and some special touch of unique individuality.

Cordially yours,

CORRESPONDENCE COUNSELORS
Harry L. Silverman
Regional Director

HIS/urs
Enclosures:
1. Booklet
2. Reply Card

10. BLOCKED LETTER . . . most nearly "standard" form but often individualized by, as here: inverting date into armed-services style . . . centering closing lines on one another . . . listing enclosures in an enumeration.

Letter 52

BLOCKED LETTER
Paper: workbook page 201 or plain paper
Body: 182 (with P.S.)
Line: 60 spaces
Directions: arrange like Letter 9 above
SI: 1.48—high-normal

Letter 52 53

Date | OVERSEAS AIRMAIL | Dr. and Mrs. Foster T. West | Arabian 18 . .
American Oil Company | Abu Hadriya Refinery | SAUDI ARABIA 29 . .
We have found the Boston home you wanted. I am enclosing six 48 56
photographs and a floor plan. Here are the main details: 60 69
The house has ten rooms—four bedrooms (and three baths) 74 83
upstairs, four rooms (and powder room) on the first floor, and 88 96
a utility room and a playroom (and lavatory) in the basement— 101 100
and a double garage. 106 114
The house is five years old and in very good condition. It 120 127
has thermostat controls both for heating (oil) and for air- 132 141
conditioning, although the latter has never been installed. The 146 151
house will need to be painted (about $1,500). 157 165
The asking price is $45,000, but I believe we could get the 172 179
home for about $42,500. It has a mortgage; the purchase could 185 186
be financed with 20 percent down. 192 199
This home seems to come close to the description you gave in de- 206 213
fining what you wished. Other realtors are looking at it, too; so 219 229
we should move swiftly if you wish to purchase it. | What is your 235 244
pleasure? | David D. Davis Agent | urs | Enclosures | P. S. 250 249
Since you may be en route to the United States, I am writing to you 264 . .
also at your Maryland address. 270 . .

Letter 53

BLOCKED LETTER
Paper: workbook page 203 or plain paper
Body: 160 words
Line: 60 spaces
Directions: arrange like Letter 10 above
SI: 1.43—normal

LETTER 53 | *Address Dr. and Mrs. West* | *at* 3211 West Drummond . . 17
Drive, | Silver Spring, Maryland 20907. | *Delete the postscript.* | . . 25
Enumerate the enclosures. | *Number the three display paragraphs.* . . 44

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: THREE EACH
GOAL: INTELLIGENT WORK ON FORMS
STRESS: NUMBERS ONLY BY TOUCH

Unit 19. Printed Forms

LESSONS
113–114

Billing Forms

113-A. Tune up on these review lines

113-A. Each line three times, holding on lines 2 and 3 the high pace you set on easy line 1. Repeat in Lesson 114.

1 I am to go to work for the audit firm by the eighth of May.
2 Beckwith just managed to verify his extremely popular quiz.
3 Pages 10, 28, 39, 47, and 56 were most interesting to them.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

113-B. Regain fluency on these easy phrases

113-B. Each line three times, for speed gain; or the whole group of lines three times, for gain in accuracy, too. Type steadily; do not pause at vertical bars.

4 who will | firm that | each part | they use | all the | but it | is the
5 the form | that most | have once | that you | who use | one of | if you
6 and then | that save | time will | form for | day and | set up | to use
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

113-C. Hold stride on fairly easy alphabetic paragraphs

113-C. Type a complete copy in Lesson 113 and another in Lesson 114; GOAL: Finish the copy within 6 minutes, with 3 or fewer errors.

Or, take one 5-minute writing in Lesson 113, with a 10-second rest after each minute; and one 5-minute writing in Lesson 114 without pausing for any rest. GOAL: 45 or more words a minute within 3 or fewer typing errors.

Use double spacing and 5-space tab indention.

SI 1.29—fairly easy

7 One of the most thriving kinds of business in this day 12
and age is the business of designing business forms. True, 24
almost all stationers have standard forms on their shelves; 36
but it is true, too, that most big firms bring in an expert 48
who will analyze all the forms they use and then design new 60
ones that are easier to use and that save time for the per– 72
sons who use them. You would not suppose a firm that sells 84
jars of medicine would use the same billhead as a firm that 96
sells steel axles. In the same sense, the requisition form 108
for office supplies would not serve the needs of a factory. 120

8 Each form is organized on principles that good typists 132
should know. Here are some examples: All forms should use 144
standard typewriter spacing; you should never have to shift 156
a tab stop, squeeze a number, or adjust the variable spacer 168
after you have once set up the machine. A form should have 180
guide words or signals to show what should be typed in each 192
part of the form; you should not have to guess. Every form 204
must resemble a letter; that is, you should be able to type 216
the entries on the form in almost exactly the same sequence 228
that you would if you were typing them in a regular letter. 240
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

113/114-D. Apply production skill to billing forms

If you lack workbook forms, type Lesson 113-114 assignments either in typed memo form (see page 108) or as blocked business letters, with all the data given in proper, complete sentence form.

Study the six illustrations that follow; then, type Forms 20-31 on workbook pages 207-218. Although these tasks are varied, they are so easy you should type them without error easily in five minutes each.

SUPPLIES AND STOCK REQUISITION FORM
The National Company -- Chicago Offices

PERSON: Ann Jessmore
DEPARTMENT: Credit
LOCATION: 5th Floor
DATE REQUESTED: March 11
DATE NEEDED: March 13
PURPOSE: Replenishment
APPROVED:
Stock Room No.: M 19
Date Delivered: 3-12

QUANTITY	DESCRIPTION	DELIVERED	O/S
4	Shorthand notebooks	✓	
1	Ream of bond letterheads	✓	
2	Reams of yellow second pages	✓	
2	Reams of white onionskin paper	✓	
2	Typewriter ribbons (Royal)		✓
2	Small boxes of paper clips		✓
1	Box No. 10 envelopes	✓	

Note: Allow at least five days before reordering out-of-stock (O/S) items.

Ann Jessmore
Delivery Receipt

STOCK REQUISITION is used to draw everyday supplies from a storeroom. Forms vary (depending on company inventory control) and may be either printed or (above) duplicated.

Purchase Requisition No. 2516
The National Company • 6 North Michigan Ave. • Chicago, Illinois 60607

DEPARTMENT: Sales Promotion
LOCATION: Room 416
PERSON: T. M. Winters
DATE OF REQUEST: 3/11/--
DATE WANTED: 4/1/--
REASON: Office furnishings for new employee
APPROVALS: T.M.W. (Signature of Department Head) Ellwood Perkins (Other Signature Required)

QUANTITY	DESCRIPTION	SUGGESTED PURCHASE SOURCE
2	Steel file cabinets, 4-drawer, 13 inches, gray	MM&Sons 58 Broad Street Atlanta 30303
1	Steel desk, executive, gray	
1	Steel desk chair, executive, gray	
2	Steel chairs, guest, arm, gray	

PURCHASING DEPARTMENT INFORMATION
Ordered from: Martin Miller & Sons, 58 Broad Street, Atlanta, Georgia 30303
Purchase Order Number: 6377
Date Ordered: 3/12/19--
Date Received: 3/28/19--

PURCHASE REQUISITION is used to ask Purchasing Department to buy something, such as replacement of warehouse stock (above), furniture, and so on. Forms are usually printed.

Forms 20-21
STOCK REQUISITIONS
Forms: workbook 207
Directions: arrange as shown above, left

FORM 20. Ann Jessmore, a Credit Department secretary, 5th Floor, 11
needs these desk replenishments by next Friday: . . . 4 shorthand note- 32
books . . . 1 ream of bond letterheads . . . 2 reams of yellow second pages 47
. . . 2 reams of white onionskin paper . . . 2 typewriter ribbons (Royal) 61
. . . 2 small boxes of paper clips . . . 1 box No. 10 envelopes. 73

FORM 21. John Deer, Shipping Department, 1st Floor, needs (by 19
Monday of next week) routine replenishment of: . . . 6 rolls No. 14 32
twine . . . 5,000 shipping tags (5 x 3, oaktag) . . . 300 No. 7 cardboard 47
cartons . . . 200 No. 11 cardboard cartons . . . 5 rolls No. 17H (heavy 61
duty) stapler wire . . . 10 rolls 3-inch paper binding tape. 73

Forms 22-23
PURCHASE REQUISITIONS
Forms: workbook 209
Directions: arrange as shown above, right

FORM 22. Mr. T. M. Winters, head of Sales Promotion, Room 416, 15
wants office furnishings for a new employee, due the first of next month: 25
. . . 2 steel file cabinets, 4 drawer, 13-inch width, in gray . . . a steel 43
desk, executive type, in gray . . . a steel desk chair, executive type, in 55
gray . . . and two steel guest chairs, with armrests on them, in gray. 63

Mr. Winter suggests that these be purchased from Martin Miller & 66
Sons, at 58 Broad Street, Atlanta, Georgia 30303. 77

FORM 23. Mr. Aloysius Vincent, Stores-Supplies Department, 18th 12
Street Annex, needs to replenish his paper stocks by the first of next 24
month: . . . 500 reams NatCo letterheads, 8½ by 11 . . . 100 reams 42
NatCo letterheads, 8 by 10½ . . . 300 boxes NatCo No. 10 envelopes 57
(500 per box), third class (open-end flap) . . . 300 boxes NatCo No. 10 72
envelopes (500 per box), first class (standard flap) . . . 100 boxes NatCo 88
No. 6¾ envelopes (500 per box), first class (standard flap). 102

Mr. Vincent mentions that these items are all available under Con- 104
tract 61-332 with Walsh & Weir, Printers, of Cleveland. 114

Purchase Order No. 6377

From: The National Company • 6 North Michigan Ave. • Chicago, Illinois 60607

TO: Martin Miller & Sons
58 Broad Street
Atlanta, Georgia 30303

DATE: March 12, 19--

PLEASE SHIP AND BILL US FOR THE GOODS LISTED BELOW. IF FOR ANY REASON YOU CANNOT DELIVER WITHIN 30 DAYS, LET US KNOW AT ONCE. PLEASE REFER TO OUR PURCHASE ORDER NUMBER (ABOVE) IN ALL COMMUNICATIONS.

SHIP VIA: Interstate Trucking Corp.

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
2	Steel file cabinets FF19, gray	35.25	70.50
1	Steel desk ED12, gray	175.50	175.50
1	Steel desk chair EC18, gray	64.25	64.25
2	Steel guest chairs GC37, gray	32.50	65.00
	TOTAL		375.25

NOTE: YOUR BILL TO US SHOULD INDICATE ALL YOUR USUAL DISCOUNTS.
PAYMENT WILL BE MADE UPON RECEIPT OF BILL WITH GOODS. ..... Purchasing Agent

PURCHASE ORDER is an official order form from a Purchasing Department to any outside supplier of goods or services. It may be any size from half page (above) to many pages.

MARTIN MILLER & SONS
58 BROAD STREET ATLANTA, GEORGIA 30303

INVOICE 3122

CUSTOMER'S ORDER NO 6377 DATE March 26, 19--

SOLD TO
The National Company
6 North Michigan Avenue
Chicago, Illinois 60607

SHIP TO
Same

SHIPPED VIA Collect Interstate Trucking Corp.

QUANTITY	DESCRIPTION	CAT. NO.	UNIT PRICE	TOTAL
2	Steel file cabinets	FF19	35 25	70 50
1	Steel desk	ED12	175 50	175 50
1	Steel desk chair	EC18	64 25	64 25
3	Steel guest chairs	GC37	32 50	97 50
	TOTAL			407 75
	LESS 10% TRADE DISCOUNT			40 77
	TOTAL AMOUNT DUE			366 98

INVOICE is a form, different in different businesses, for listing the charges for one delivery of services or goods. Omission of decimals (above) is emerging trend.

Forms 24-25

PURCHASE ORDERS
Forms: workbook 211
Directions: arrange as shown above, left

FORM 24. Martin Miller & Sons [58 Broad Street, Atlanta, Georgia 30303], please ship via Interstate Trucking Corp. the following: . . . 16
. . . two steel file cabinets FF19, gray @ $35.25 . . . a steel desk ED12, 24
gray @ 175.50 . . . a steel desk chair EC18, gray @ 64.25 . . . two steel 41
guest chairs GC37, gray @ 32.50. Please double-check the total. 61 78

FORM 25. Walsh & Weir, Printers [1200 Broad Street, Cleveland, Ohio 17
44101], please ship via C&C Express, Inc., the following items, priced 31
by our Contract 61-332: . . . 500 reams NatCo letterheads, 8½ by 11 @ 41
$2.75 . . . 100 reams NatCo letterheads, 8 by 10½ @ 2.63 . . . 300 boxes 62
NatCo No. 10 envelopes (500 per box), third class (open-end flap) @ 76
3.15 . . . 300 boxes NatCo No. 10 envelopes (500 per box), first class 95
(standard flap) @ 3.50 . . . 100 boxes NatCo No. 6¾ envelopes (500 112
per box), first class (standard flap) @ 2.75. Confirm the total. 133

Forms 26-27

STANDARD INVOICES
Forms: workbook 213
Directions: arrange as shown above, right

FORM 26. Invoice No. 3122 from Martin Miller & Sons to The National 12
Company [6 North Michigan Avenue, Chicago, Illinois 60607] for 25
a shipment, collect via Interstate Trucking Corp., for: . . . two steel 39
file cabinets, catalog FF19 @ $35.25, for $70.50 . . . one steel desk, cata- 51
log ED12 @ 175.50, for 175.50 . . . one steel desk chair, catalog EC18 @ 65
64.25, for 64.25 . . . and 3 steel guest chairs, catalog GC37 @ 32.50, 79
for 97.50. Total bill, 407.75, less 10% trade discount 40.77, for the 100
total amount due: $366.98. Confirm the total. 109

FORM 27. Invoice No. M-321 from Walsh & Weir, Printers, to The 1
National Company [6 North Michigan Avenue, Chicago, Illinois 60607] 21
for a collect shipment via C&C Express, Inc.: [*Compute extensions*] 30
500 reams NatCo letterheads, 8½ by 11 @ $2.75 . . . 100 reams NatCo 50
letterheads, 8 by 10½ @ 2.63 . . . 300 boxes NatCo No. 10 envelopes, 67
third class @ 3.15 . . . 300 boxes NatCo No. 10 envelopes, first class 84
@ 3.50 . . . 100 Boxes NatCo No. 6¾ envelopes, first class @ 2.75. Add 104
3 percent sales tax. 130

MARTIN MILLER & SONS
58 BROAD STREET ATLANTA, GEORGIA 30303

Credit Memorandum

TO The National Company
6 North Michigan Avenue
Chicago, Illinois 60607

DATE March 28, 19--
CREDIT MEMO NO. 2435
ORDER NO. 3122

YOUR ACCOUNT HAS BEEN CREDITED AS FOLLOWS:

QUANTITY	DESCRIPTION	CAT. NO	UNIT PRICE	TOTAL
1	Steel guest chair, in excess of order	GC37	32 50	32 50
	TOTAL			32 50
	LESS 10% TRADE DISCOUNT			3 25
	TOTAL			29 25
	PLUS DELIVERY CHARGE			2 60
	TOTAL AMOUNT CREDITED			31 85

CREDIT MEMORANDUM is a fairly standard form used to let a customer know that a change has been made (usually but not always in his favor) in his account balance.

MARTIN MILLER & SONS
58 BROAD STREET ATLANTA, GEORGIA 30303

Statement of Account

WITH The National Company
6 North Michigan Avenue
Chicago, Illinois 60607

DATE March 30, 19--

AMOUNT ENCLOSED $.....

PLEASE RETURN THIS STUB WITH YOUR CHECK

DATE	REFERENCE	CHARGES	CREDITS	BALANCE
Mar 1	Brought forward			130 00
Mar 5	Payment on account		95 00	35 00
Mar 19	Invoice No. 2913	255 05		290 05
Mar 23	Payment on account		35 00	255 05
Mar 26	Invoice No. 3122	366 98		622 03
Mar 28	Credit Memo No. 2435		31 85	590 18
Mar 29	Payment on account		255 05	335 13

PAY LAST AMOUNT IN THIS COLUMN

STATEMENT OF ACCOUNT is a periodic (usually monthly) summary of transactions with a customer, showing charges and credits and the cumulative balance right up to date.

Forms 28-29

CREDIT MEMOS
Forms: workbook 215
Directions: arrange as shown above, left

FORM 28. Martin Miller & Sons issues Credit Memorandum No. 2435 5
to The National Company [6 North Michigan Avenue, Chicago, Illinois 18
60607] to correct an error in the shipment for which Invoice No. 3122 21
had been issued: For 1 steel guest chair in excess of order, catalog GC37 40
@ $32.50 for a total of 32.50. From this amount, however, must be 53
deducted the 10 percent [3.25] trade discount; then to the amount must 70
be added the allowance for the two-way delivery charges for the chair [2.60]. 89

FORM 29. Walsh & Weir, Printers issues Credit Memorandum No. 1421 7
to National [address above] to correct a shortage in the shipment for 21
which Invoice No. M-321 had been issued: For 200 reams NatCo letter- 39
heads, 8½ by 11, shortage in delivery, @ $2.75. Include 3 percent tax 63
refund, too. 73

Forms 30-31

MONTHLY STATEMENTS
Forms: workbook 217
Directions: arrange as shown above, right

FORM 30. Monthly statement from Martin Miller & Sons recapitulates 5
the firm's transactions with The National Company for March: 19

Mar 1 Brought forward (from February)	.....	.....	130 00	35
Mar 5 Payment on account (credit)	.....	95 00	35 00	47
Mar 19 Invoice No. 2913 (charge)	255 05	.....	290 05	57
Mar 23 Payment on account (credit)	.....	35 00	255 05	68
Mar 26 Invoice No. 3122 (charge)	366 98	.....	622 03	78
Mar 28 Credit Memo No. 2435 (credit)	.....	31 85	590 18	90
Mar 29 Payment on account (credit)	.....	255 05	335 13	102

FORM 31. Monthly statement from Walsh & Weir, Printers recapit- 5
ulates the firm's transactions with The National Company for March: 19

Mar 1 Brought forward (from February)	.....	.....	000 00	36
Mar 26 Invoice No. M-321 (charge)	4025 24	.....	4025 24	48
Mar 27 Payment on account (credit)	.....	3000 00	?	61
Mar 28 Credit Memo No. 1421 (credit)	.....	566 50	?	73

LINE: 60
SPACING: SINGLE
DRILLS: THREE EACH
GOAL: LEARN TO TYPE ON RULED FORMS
STRESS: TOUCH CONTROL ON NUMBERS

LESSONS

115–116

Payroll Forms

115-A. Tune up on these review lines

115-A. Recall skill by half-minute writings on each line. Repeat these lines in Lesson 116.

1 She may wish to pay them if and when they go to work for us.
2 To jeopardize and hit six of the brigades, we moved quickly.
3 She assigned pages 10, 28, 39, 47, and 56 for the next week.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

115-B. Sustain your skill on production copy

115-B. Readjust machine for double spacing, 50-space line, and tabs at 10 and 20. Then, steps:

1. Scan the copy, to be sure you can read it, and note use of tabulator.
2. Select and practice any half-dozen words
3. Take a 5-minute timed writing, pausing for a few-seconds rest at the end of each minute. (Or, type one copy, pausing to rest at each "double-double" spacing point.)
4. Take a 5-minute timed writing without pauses. (Or, type a copy without pausing even one time.) SI 1.40—normal, if you can tabulate by touch!

4 Date: March 16, 19— 6
To: John K. Speare, Head, Payroll Section 16
From: Ruth N. North, Personnel 23
Subject: Adding New Employee to the Payroll ↓4 33
34
5 The following has been processed by Personnel and 44
may now be added to the payroll. Data you need: ↓4 54
55
6 Full name: Mr. Ralph Hale Carr 63
Local address: 1321 West Sixth Avenue 72
Phone: 392-4141 77
Soc. Sec. No.: 343-28-6102 84
Marital status: Married 90
No. dependents: Self and one 97
Savings bonds: $50 per month 104
Section assigned: Stores and Supply 113
Effective date: March 24, 19— 121
Starting rate: $5200 per year ↓4 128
129
7 If there are other data you need, the file of this 139
new employee will be available in this department. ↓4 150
Holly Anne Graham 157
For Ruth N. North 163

Forms 32-33

FILL-IN MEMORANDUMS
Paper: workbook page 219 or plain paper
Copy 1: data shown here
Copy 2: your personal data, as a $75-a-week secretary in Sales

115-C. Learn to type payroll forms

If you lack workbook forms, type the Lesson 115-116 assignments as memos or as tables, to the extent that they can be so arranged.

The payroll forms used in different businesses vary considerably both in their arrangement and in the extent to which they *are* typewritten. Typical *typewriting* problems involved in typing on such forms include:

PAYROLL REGISTER

NO.	NAME	INCOME TAX EXEMP-TION	GROSS PAY		DEDUCTIONS I.T.W.		F.I.C.A.		GROUP INSURANCE		MISC.		TOTAL		NET PAY	
1	Bobbitt, Robert C.	4	131	50	4	90	5	46		80			11	16	120	34
2	Devine, William F.	2	165	00	20	60	4	12	1	80			26	52	138	48
3	Harrison, Joanne C.	1	103	40	13	90	2	58		50			16	98	86	42
4	Johnson, Charles K.	3	151	30	13	20	3	78	2	18			19	16	132	14
5	Masters, Helene L.	1	124	55	18	10	4	98		83	1	94	25	85	98	70
6	Norton, V. Russell	1	142	50	20	90	5	70	1	50			28	10	114	40
7	Romanoff, Jerome	2	110	70	10	70	4	43		57	1	94	17	64	93	06
8	Thomas, Robert G.	1	148	60	22	40	5	94	1	50	1	94	31	78	116	82
9																

Form 34

PAYROLL REGISTER
Form: workbook 221

In some companies the permanent payroll register is a typed copy of a draft that is first made in handwriting from employees' timecards and related records.

1. When typing *between* a series of horizontal lines, center (approximately, by estimate) the typing vertically between the pairs of lines.

2. When typing amounts in a column with a vertical line to separate dollars from cents, adjust the paper so the decimal (which is *not* typed) would, if typed, fall exactly on the separation line.

[Most forms are designed for elite spacing; on a pica machine you will need to adjust the carriage, retarding it by hand, in order to insert some cents figures correctly in the space assigned them.]

3. When typing *on* a single ruled line, adjust the paper so the line is in the underscore position.

4. When typing amounts after a $ sign, position the figures so close to the $ sign that no figure could be inserted between the $ and the number.

5. To fill in a line with leaders, use hyphens and spaces alternately.

Forms 35-36

VOUCHER CHECKS
Form: workbook 223
Copy 1: Check for Robert G. Thomas
Copy 2: Check for Jerome Romanoff

JUNIPER SALES SPECIALTY COMPANY
NEW ORLEANS, LOUISIANA

CHECK NO. M-221

Name V. Russell Norton DATE March 26, 19--

GROSS PAY	DEDUCTIONS I.T.W.	F.I.C.A.	GROUP INS.	MISC.	TOTAL	NET PAY
142.50	20.90	5.70	1.50		28.10	114.40

DETACH AND RETAIN

JUNIPER SALES SPECIALTY COMPANY
3399 MADISON AVENUE
NEW ORLEANS, LOUISIANA

No. M-221 1-785/266

March 26 19--

PAY TO THE ORDER OF V. Russell Norton $ 114.40

One hundred fourteen and 40/100 - - - - - - - - - - - - - DOLLARS

WARRANTY NATIONAL TRUST COMPANY
NEW ORLEANS, LOUISIANA

JUNIPER SALES SPECIALTY COMPANY

AUTHORIZED SIGNATURE

A payroll check is usually (as here) a "voucher check" with a stub on which may be explained the origin of the amount of the check (copied from a payroll register or a similar payroll record).

An earnings record is kept for each employee. It must match corresponding payroll registers and is brought up to date at end of each payroll period.

EARNINGS RECORD OF Benjamin F. CROSLEY
NAME

ADDRESS 1340 North Pike Street
Ortonville, Minnesota

SOCIAL SECURITY NO. 144-60-3928

MARRIED x SINGLE

TELEPHONE 131-2208

NO. INCOME TAX EXEMPTIONS 3

DATE PERIOD ENDED	AMOUNT EARNED	DEDUCTIONS I.T.W.	F.I.C.A.	GROUP INS.	MISC.	NET PAY
1/14	246 20	30 30	9 85	2 46	18 75	184 84
1/28	246 20	30 30	9 85	2 46		203 59
2-11	246 20	30 30	9 85	2 46	18 75	184 84
2-25	246 20	30 30	9 85	2 46		203 59
3-11	246 20	30 30	9 85	2 46	18 75	184 84
3-25	246 20	30 30	9 85	2 46		203 59

Forms 37-38

EARNINGS RECORDS
Forms: workbook 225
Copy 1: Mr. Crosley
Copy 2: Mr. Danderson

FORM 38. For the same six payroll periods as in Form 37, prepare the earnings record of Frederick L. Danderson, who lives at 908 North Elm Street in Ortonville. His phone is 131-7736. His Social Security number is 273-38-4707. He is married and has 4 income tax dependents. He has no miscellaneous deductions. Each line of his record will, therefore, read the same: Date ... Amount Earned, $218.40 ... Income Tax Withheld, $18.90 ... F.I.C.A., $2.31 ... Group Insurance, $1.14 ... Net Pay: $196.05.

W-2 Income Tax form is summary of employee's earnings record and tax withholdings for the previous calendar year. Fifth column is used if a state income tax has been withheld. Form is prepared with enough carbons to serve firm, agencies, and employee.

LEROY ELECTRIC COMPANY
14-3380124
Ortonville, Minnesota

WITHHOLDING TAX STATEMENT 19--
Federal taxes withheld from wages

Type or print EMPLOYER'S identification number, name, and address above.

Copy A—For District Director

SOCIAL SECURITY INFORMATION		INCOME TAX INFORMATION	
$192.00 F.I.C.A. employee tax withheld, if any	$4,800.00 Total F.I.C.A. wages	$787.80 Federal income tax withheld, if any	$6,400.00 Total wages* paid

Benjamin F. Crosley 144-60-3928
1340 North Pike Street
Ortonville, Minnesota

EMPLOYER: Please note that the tax and wage boxes are arranged in a different order than in past years.

For instructions on preparing Form W-2, see other side.

FOR USE OF INTERNAL REVENUE SERVICE
Employee's copy and employer's copy compared . . . . . .

Type or print EMPLOYEE'S social security account no., name, and address above.

FORM W-2—U.S. Treasury Department, Internal Revenue Service

*Before payroll deductions or "sick pay" exclusion.

Forms 39-41

W-2 INCOME TAX FORMS
Forms: workbook 227
Copy 1: Mr. Crosley
Copy 2: Mr. Danderson
Copy 3: Mr. Parkleigh

FORM 40. Prepare the W-2 form for Mr. Danderson (Form 38). His figures should read: $4,800.00 ... $120.00 ... $5,680.00 ... $491.40.

FORM 41. Prepare the W-2 form for a fellow employee of Mr. Danderson's, Stephen L. Parkleigh, whose Social Security number is 088-36-4414. He lives at 1392 South Oak Street, in Ortonville. His figures: $4,800.00 ... $120.00 ... $6,000.00 ... $522.50.

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: THREE EACH
GOAL: CONFIDENT FORM PRODUCTION
STRESS: GO-POWER

LESSONS

117–118

Review

117-A. Recall skill by half-minute writings on each line. Repeat these drills in Lesson 118.

117-A. Tune up on these review lines

1 Their men wish to blame me for both of their big work jams.
2 Rex amazed Jack by pointing quickly to five of the answers.
3 The data on pages 10, 28, and 39 are repeated on 47 and 56.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

117-B. Each three times (consecutively, for a speed gain; alternately, for an accuracy gain).

117-B. Sharpen your control of capitals

4 Wisconsin Terrific Packer Street Sales Zaner Green Dear Bay
5 Enclosure Manager William Alfred Stahl Sales Yours Bill But

117-C. Adjust machine for double spacing and copy line for line.

1. Scan the copy.

2. Make an exact copy in each lesson, trying to complete it within 5 minutes and 3 errors. Or, take a 5-minute writing twice—once with a rest after each minute and, then, once without any such rests. GOAL: Maximum speed within 3-error limit.

SI 1.32—fairly easy

117-C. Increase your skill on production copy

	(C)	(D)
6 Good morning. Please take this letter to William	11	10
Zaner, at 411 West Packer Street, Green Bay, Wisconsin	22	21
54301. Dear Bill:	26	25
When we have an account to square up, all we need	37	36
to do is issue a voucher check; we do not even need to	48	47
write a letter, because the stub on the check explains	59	59
quite clearly what payment we are making. I have been	70	70
told, indeed, that the reason we use such checks is to	81	81
eliminate the need for having a letter of explanation.	92	92
But when a speaker has come the distance that you	103	103
did and has performed the service that you did for our	114	114
sales staff, he deserves a letter, too, that tells him	125	125
that he was terrific; so this is why I am writing you.	136	136
Bill, you were terrific. Terrific!	148	148
The check for your expenses is enclosed, complete	159	159
with a voucher that reminds you what the check is for;	170	170
the stub does not say you were terrific, but you were.	181	181
Yours very sincerely, and the usual Alfred Stahl,	192	195
Sales Manager; and be certain that you do make out and	204	197
enclose the voucher check. If you forgot it after all	215	200
I have said about it, he would never let me forget it!	227	...

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11

Letter 54

FULL-BLOCKED LETTER
Review: page 166
Paper: workbook 229
Punctuation: open
Body: 141 words
SI: 1.34—near-normal

117/118-D. Apply your skill to production typing

FORM 42. *Voucher Check No. 2118.* Pay $318.50 to Mr. Zaner for "Payment of expenses on trip to New Orleans, March 1-7, 19—."

FORM 43. *Voucher Check No. 2119.* Pay $150.00 to yourself for "Payment for services as technical advisor, March 6, 19—."

Forms 42-43

VOUCHER CHECKS
Forms: workbook 231
Illustration: page 181

JUNIPER SALES SPECIALTY COMPANY
3399 MADISON AVENUE
NEW ORLEANS, LOUISIANA March 19, 19 -- No. 2118

PAY TO THE ORDER OF William Zaner $ 318.50

Three hundred eighteen and 50/100 - - - - - - - - - - -DOLLARS

JUNIPER SALES SPECIALTY COMPANY

WARRANTY NATIONAL TRUST COMPANY
NEW ORLEANS, LOUISIANA

AUTHORIZED SIGNATURE

DETACH AND RETAIN THIS STATEMENT

Payment of expenses on trip to New Orleans, March 1-7, 19--

Mr. William Zaner
411 Packer Street
Green Bay, Wisconsin 54301

VOUCHER CHECK is regular check with detachable stub (on any side) for address and explanation.

THE CENTURY INSURANCE COMPANY *Buffalo, New York*

March 19, 19—

Dear Mr. Quinette:

We have received your request for a copy of:

"How Much Insurance Should I Have?"

We are sending it today, with our compliments. We hope that it will prove to be of interest and value and that we may have the pleasure of serving you again.

SERVICE MANAGER

urs

FILL-IN CARD has insertions that are aligned vertically and horizontally.

$ 625.85 March 19, 19 --

Thirty days - - - - - - - - - - - - - - *after date* we *promise to pay to the order of* Juniper Sales Specialty Company - - - - - - - - - - - -

Six hundred twenty-five and 85/100 - - - - - - - - - - - - - *Dollars*

at Louisiana National Bank, New Orleans, Louisiana - - - - - - - - -

Value received ROGERS WHOLESALE COMPANY

No. 183 *Due* April 18, 19--

PROMISSORY NOTE . . . rules in underline position . . . leaders (hyphens and spaces) fill in alterable spaces.

THE CENTURY INSURANCE COMPANY
255 Broadway • Buffalo, New York 14205

Mr. Charles L. Quinette
2839 Fairfield Avenue
Fort Wayne, Indiana 46802

THE CENTURY INSURANCE COMPANY
255 Broadway • Buffalo, New York 14205

Mrs. Katherine Newman
Apartment 12-K
475 Halledon Avenue
Corpus Christi, Texas 78401

LABELS . . . block the addresses, use single spacing for more than 3 lines.

Forms 44-45
PROMISSORY NOTES
Forms: workbook 233

FORM 44. *Promissory Note No. 183:* The Rodgers Wholesale Company promises to pay $625.85 to the order of the Juniper Sales Specialty Company, at the Louisiana National Bank, New Orleans, 30 days from today.

FORM 45. *Promissory Note No. 184:* The Ford-Bart Corporation promises to pay $900.00 to the order of the Juniper Sales Specialty Company, at the Union National Bank, Bakersfield, California, 60 days from today.

Forms 46-47
Cards 7-8
ACKNOWLEDGMENT CARDS
Forms: workbook 221

FORM 46 / CARD 7. Acknowledge a request for "How Much Insurance Should I Have?" from Mr. Charles L. Quinette, 2839 Fairfield Avenue, Fort Wayne, Indiana 46802.

FORM 47 / CARD 8. Acknowledge a request for "A College Education for Your Child!" from Mrs. Katherine Newman, Apartment 12-K, 475 Halledon Avenue, Corpus Christi, Texas 78401.

Form 48
SHIPMENT LABELS
Forms: workbook 233

LABEL NO. 1. To Mr. Quinette, address above.

LABEL NO. 2. To Mrs. Newman, address above.

LABEL NO. 3. To Dr. Edward Svensen, Central City Hospital, 3618 North Ridgewood Avenue, Worcester, Massachusetts 01601.

LABEL NO. 4. To Sr. [Senhor] Almyr Guimaraes, Caixa Postal 2360, Rio de Janeiro, BRAZIL.

LINE: 50
TAB: 5
SPACING: DOUBLE
DRILLS: THREE EACH
GOAL: APPLY PIVOTING TO MANUSCRIPT WORK
STRESS: POSTURE

Unit 20. Manuscripts

LESSONS
119–120

Pivot Display

119-A. Tune up on these review lines

119-A. Each line three times, or take a half-minute writing on it. GOAL: No hesitations.

1 Why did you not get the new job you said you got?
2 Quickly pack the box with five dozen modern jugs.
3 Price these items at 10¢, 28¢, 39¢, 47¢, and 56¢.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

119-B. Boost skill on fluent alphabetic paragraphs

119-B. A complete copy within 5 minutes and 3 errors, plus a retyping three times of any line you type with an error.

Or, take two 5-minute writings; the first with a rest at the end of each minute, the second with no rests at all. GOAL: 45 or more words a minute within 3 or fewer typing mistakes.

SI 1.32—fairly easy

4 The person who wants to get ahead on the job has to learn how to use common sense. It is fine to know and to be able to quote the rules, but it is better to know when the exact rule ought to be set aside. You have to analyze the situation. A report can be set up in manuscript style, for example; but if you have to duplicate it, you might be smarter to use single spacing so that you will get the report on fewer stencil or master sheets. 10 20 30 40 50 60 70 80 90

5 On the other hand, the saving of paper might not be as important as making a better impression on the executives to whom you will send copies of the report; you must use your judgment. You must choose between the quick shortcuts and the longer methods that give a more attractive product. You must realize that there is a right time for each. 100 110 120 130 140 150 160

6 Good judgment in such matters might not come until you have risked a few mistakes. You should repeat some of your jobs, when time permits, trying to arrange them in a different way, or trying to fit them on a smaller size of paper, or taking other liberties with the exact directions. True, you must be quick to do what you are told to do—but you must nurture your judgment skill as well. 170 180 190 200 210 220 230 240
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

Manuscript 32

BASIC DISPLAY
Paper: plain
Spacing: double
Placement: center
Title: "Rules Versus Judgment"
SI: 1.32—fairly easy

119-C. Review the technique of backspace pivoting

Review pivoting, page 56; then, type the two exercises shown here: center the title, then align the other lines with the start and end of the centered title. Note leaders. Each row of periods has a space before and after it, and all rows end at an identical point.

PRACTICE 1

THE HIGHWAY CAVALIER

Chapter	Page
I	1
II	37
III	89
IV	166

PRACTICE 2

THE MYSTERY OF THE GLOVE

Chapter	Page
I. We Buy It	1
II. We Lose It	59
III. It Shows Up	138
IV. It Is Taken	203

119/120-D. Apply your skill to production typing

After typing Manuscript 32, page 182, as a quick recall of basic centering, type Manuscripts 33-36, following closely the helpful directions. You will need to look up often; CAUTION: *be careful not to omit any lines!* Your GOAL: To finish each manuscript within 10 minutes and 3 errors.

Manuscript 33

DISPLAY PROGRAM
Paper: plain, full
Spacing: double, extra line between "days"
Line: 51 spaces
Tab: center, 52
Caution: pivot lines with speakers' names

Always put 3 spaces between spread-out words. Review page 70.

C O N F E R E N C E P R O G R A M

March 8–12, (year) 1# 2#

Monday: PUBLIC RELATIONS AND ADVERTISING
Discussion Led by Harvey P. May ← PIVOT

Tuesday: INCENTIVE WAGE PROBLEMS
Discussion led by Emil Hale ~~H.~~ Bender

~~WEDNESDAY~~ Morning: USING SALESMEN'S REPORTS
Discussion Led by William J. Noran

Wednesday afternoon: Luncheon and Excursion

Thursday: ADMINISTERING JOB EVALUATIONS
Discussion Led by Joseph K. Strong

Friday: OUR WORK-SIMPLIFICATION PROGRAM
Discussion Led by John Z. Duncan

Manuscript 34

DISPLAY PROGRAM
Paper: plain, full
Spacing: single
Line: 61 spaces
Tab: 10, center, 62

THE B–G FOUNDER'S DAY FESTIVAL

Center each line

Saturday, March 13 2#
at
The Golden Bridge Club

BANQUET ..... 6:30 to 8:30 ← PIVOT

A once-in-a-lifetime big charcoal-grilled 1#
10# steak dinner, complete from soup to nuts,
speaking of which reminds ~~me~~ us to mention— 2#

THE SPEAKERS ..... 8:30 to 9:00

Toastmaster Harold Freeman is bringing ~~his~~ an 1#
alarm clock to make sure that no speakers
talk more than 5 minutes; we want to— 2#

TRIP "THE LIGHT FANTASTIC" ..... ~~10~~ 9:00 to 12:30

The music is that of Dave Elliott and his 1#
famous band, with vocals by Dora Deevers.

Manuscript 35

MENU
Paper: plain
Line: 60 spaces

Center each line

B - G C O M P A N Y C A F E T E R I A

Menu for Thursday, March ~~1120~~ 1#

2#

APPETIZERS

1#

Tomato Soup or Clam Chowder (cup) ..... .15
Fresh orange or Grapefruit Juice ..... .10

LUNCHEON PLATES

Salmon Salad with French Dressing, Cucumber Slices,
Tomato quarters, and Potato Waffles ..... .60
Stuffed Braised Ribs of Beef, Jumbo Peats and Carrots,
~~Gold Slaw~~, and Mashed Potatoes ..... .75
Coleslaw

2#

SANDWICHES

1#

Grilled American Cheese, with tomato Slices ..... .35
Tomato, Lettuce, and Bacon (on Roll$) ..... .35
Chipped Ham Saute on Large Bun or on toast ..... .~~20~~ 25
Swiss Cheese and Tomato on Fresh rye Bread ..... .~~20~~ 35

2#

DESSERTS

1#

Chocolate or Butterscoch Sundae on Chocolate Ice Cream . .20
Apple, Cherry, Banana Cream, ~~and~~ or Peach Pie ..... .15
Chocolate layer or Angel Food Cake ..... .15

2#

BEVERAGES

1#

Milk (Individual Bottle) ..... .12
~~Hot~~ Tea or Coffee ..... .10

Manuscript 36

ITINERARY
Paper: plain
Line: 70 spaces

SCHEDULE FOR DETROIT TRIP

March 21-23, year

MONDAY	March 21	
~~8:00~~ 9:35 a.m.	~~You will~~ leave Chicago on Flight AA~~214~~ 416	Confirmed
~~10:15~~ 11:45 a.m.	~~You~~ arrive Detroit, ~~are~~ met by Mr. Graham	Assumed
11:00 a.m.	4# Register ~~for room~~ at Book-Cadillac Hotel	Confirmed
11:45 a.m.	Luncheon with Mr. Montrose, ~~of~~ Ford Motors	Confirmed
3:00 p.m.	Appointment with Mr. Young, Fordyce+Valve	Tentative
6:00 p.m.	Dinner at ~~the~~ hotel with Doctor. Sampson	Confirmed
TUESDAY	March 22 + #	
9:00 a.m.	Appointment with Mr. Stahl, Oldsmobile, ~~GM~~	Promised
10:15 a.m.	Appointment with ~~Fred~~ Mr. Reed, ~~of~~ Pontiac, ~~GM~~	Tentative
~~12:00 noon~~ 11:45 a.m.	Luncheon with Mr. Flower, of Ford-Mercury	~~Tentative~~ confirmed
3:00 p.m.	Appointment with Mr. Milton, Fisher Body	Unconfirmed
7:00 p.m.	Dinner ~~for and~~ with Dr. and Mrs. Pfeiffer	Tentative
Wednesday	March 23 + #	
8:50 a.m.	Leave Detroit on AA 57 for Chicago	Confirmed
9:45 a.m.	Arrive O'Hare, return to office	Confirmed

LINE: 60
TAB: 5
SPACING: DOUBLE
DRILLS: THREE EACH
GOAL: APPLY SKILL TO TYPED REPORTS
STRESS: EYES ON COPY

LESSONS

121–122

Reports

121-A. Tune up on these review lines

121-A. Each line three times, or take a half-minute writing on each. GOAL: Flawless rhythm. Repeat in Lesson 122.

1 He may wish to visit the rock chapel with us on the eighth.
2 Vicky placed a dozen jugs from Iraq on the waxy table tops.
3 Discounts of 10%, 28%, 39%, 47%, and 56% are quite unusual.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

121-B. Boost skill on fluent alphabetic paragraphs

121-B. To increase your progress, follow either of these schedules.

1. Read the copy, type a full line of each of a half dozen words that are worth prepracticing. Then, type a copy of each paragraph; GOAL: To complete either within 3 minutes and 2 errors.

2. Read the copy, type a full line of each of a half dozen words that merit prepracticing, and then take two 5-minute writings, the first with rest after each minute and the second with full fluency but no rests. GOAL: 46 or more words a minute within 3 errors.

SI 1.31—fairly easy

4 It is said that each worker supports a dozen or so who 12
live on the circulation of his money. There is the man who 24
sells him his clothing, the one who delivers his groceries, 36
the one who fixes his shoes, the boy who cuts his lawn, the 48
teacher who instructs his children, and all the many others 60
to whom his earnings are relayed. If his income stops, be- 72
cause his hands are no longer purchased for farm or forest, 84
for mine or mill, all these others feel the pinch, too; the 96
worker who leaves is a leak in the local economy. If other 108
workers leave with him, those who exist on serving them are 120
not long in following; and thus the leak may quickly become 132
a break, and the break a flood that sweeps into our cities. 144

5 Now, cities are big and they grow fast; but there is a 156
limit to how rapidly they can expand before they feel grow- 168
ing pains. All our cities are suffering adjustments today. 180
People are moving in faster than new homes can be built for 192
them; so they must crowd into smaller quarters or move to a 204
suburb. People bring their cars, too, faster than the city 216
can widen streets to bear them or make places to park them. 228
People also bring their children with them, faster than the 240
city can build schools to seat them or parks in which these 252
new city citizens may play and let off their animal energy. 264
The problems are huge, but so are the talents and resources 276
that a city can join in firm efforts to solve its problems. 288
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

121/122-C. Apply skill to production typing

If you have wondered how many carbons you could produce at one time, or if you have wanted to type a duplicating stencil or master, Manuscript 39 would be a good one to use—it merits multicopy production!

Manuscripts 37-39 require the longest sustained effort yet; GOAL: See whether you can finish each within 12 minutes and 4 errors.

Manuscript 37

COMMITTEE REPORT IN SINGLE SPACING
Placement: center

Paper: plain
Shown: in pica
Tab: 5, center
SI: 1.53—fairly difficult

Manuscript 38

COMMITTEE REPORT IN DOUBLE SPACING
Placement: formula

Arrange same material as a double-spaced, two-page report; see pages 115-116 again.
Paper: plain

PERSONAL TITLES IN BUSINESS LETTERS 21

23

The committee appointed by Mr. Wilhelms to study the use 36
of personal titles in business letters found that the subject 48
is amply treated in many sources, most of which concur. 59

61

DEFINITION 63

This report deals with personal titles that are commonly 77
used in business letters, like Professor, Reverend, Doctor, 92
Dean, Miss, Mr., Mrs., and so on. This report does not con- 104
cern social letters or titles of rank, job, or position. 116

118

FINDINGS 120

1. A personal title of some kind should always be used 132
before a personal name that occurs in any part of a business 145
letter other than in the signer's typed identification, which 157
most often does not include a personal title. 166

2. Two titles, Mr. and Mrs., are always abbreviated. 179

3. In addresses, personal titles other than Mr. and Mrs. 197
are written in full only when the last name is given alone, 209
with neither a first name nor an initial; if either is given, 222
the title is abbreviated (if it is one that can be). 233

4. In a salutation, personal titles other than Mr. and 252
Mrs. may be either abbreviated or typed in full, as a writer 264
may prefer. The trend is toward the short form. 274

5. In the body, personal titles other than Mr. and Mrs. 291
should be abbreviated if either a first name or initial is 303
given with the last name; if neither is given, the title may 315
be abbreviated or typed in full, as the writer may prefer. 327

6. In the typed signature, a man does not indicate his 349
personal title unless his first name could be confused with 361
that of a woman. An unmarried woman does not indicate Miss 375
unless her first name could be confused with that of a man. 387
A married woman may (and some authorities say should) have 401
the personal title, Mrs., typed before her name. 411

Chairman's name may be first, last, or in alphabetic order.

Thomas F. Allerton 418
Virginia Saxon 423
Your Name, Chairman 429

Illustration of a Committee Report, Single Spaced

LINE: 60
SPACING: SINGLE
DRILLS: THREE EACH
GOAL: LEARN TO TYPE ON RULED FORMS
STRESS: TOUCH CONTROL ON NUMBERS

LESSONS

115–116

Payroll Forms

115-A. Tune up on these review lines

115-A. Recall skill by half-minute writings on each line. Repeat these lines in Lesson 116.

1 She may wish to pay them if and when they go to work for us.
2 To jeopardize and hit six of the brigades, we moved quickly.
3 She assigned pages 10, 28, 39, 47, and 56 for the next week.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

115-B. Sustain your skill on production copy

115-B. Readjust machine for double spacing, 50-space line, and tabs at 10 and 20. Then, steps:

1. Scan the copy, to be sure you can read it, and note use of tabulator.
2. Select and practice any half-dozen words
3. Take a 5-minute timed writing, pausing for a few-seconds rest at the end of each minute. (Or, type one copy, pausing to rest at each "double-double" spacing point.)
4. Take a 5-minute timed writing without pauses. (Or, type a copy without pausing even one time.) SI 1.40—normal, if you can tabulate by touch!

4 Date: March 16, 19— 6
To: John K. Speare, Head, Payroll Section 16
From: Ruth N. North, Personnel 23
Subject: Adding New Employee to the Payroll ↓4 33
34
5 The following has been processed by Personnel and 44
may now be added to the payroll. Data you need: ↓4 54
55
6 Full name: Mr. Ralph Dale Carr 63
Local address: 1321 West Sixth Avenue 72
Phone: 392-4141 77
Soc. Sec. No.: 343-28-6102 84
Marital status: Married 90
No. dependents: Self and one 97
Savings bonds: $50 per month 104
Section assigned: Stores and Supply 113
Effective date: March 24, 19— 121
Starting rate: $5200 per year ↓4 128
129
7 If there are other data you need, the file of this 139
new employee will be available in this department. ↓4 150
Holly Anne Graham 157
For Ruth N. North 163

Forms 32-33

FILL-IN MEMORANDUMS
Paper: workbook page 219 or plain paper
Copy 1: data shown here
Copy 2: your personal data, as a $75-a-week secretary in Sales

115-C. Learn to type payroll forms

The payroll forms used in different businesses vary considerably both in their arrangement and in the extent to which they *are* typewritten. Typical *typewriting* problems involved in typing on such forms include:

If you lack workbook forms, type the Lesson 115-116 assignments as memos or as tables, to the extent that they can be so arranged.

PAYROLL REGISTER

NO.	NAME	INCOME TAX EXEMPTION	GROSS PAY		DEDUCTIONS I.T.W.		F.I.C.A.		GROUP INSURANCE		MISC.		TOTAL		NET PAY	
1	Bobbitt, Robert C.	4	131	50	4	90	5	46		80			11	16	120	34
2	Devine, William F.	2	165	00	20	60	4	12	1	80			26	52	138	48
3	Harrison, Joanne C.	1	103	40	13	90	2	58		50			16	98	86	42
4	Johnson, Charles K.	3	151	30	13	20	3	78	2	18			19	16	132	14
5	Masters, Helene L.	1	124	55	18	10	4	98		83	1	94	25	85	98	70
6	Norton, V. Russell	1	142	50	20	90	5	70	1	50			28	10	114	40
7	Romanoff, Jerome	2	110	70	10	70	4	43		57	1	94	17	64	93	06
8	Thomas, Robert G.	1	148	60	22	40	5	94	1	50	1	94	31	78	116	82
9																

Form 34

PAYROLL REGISTER
Form: workbook 221

In some companies the permanent payroll register is a typed copy of a draft that is first made in handwriting from employees' timecards and related records.

1. When typing *between* a series of horizontal lines, center (approximately, by estimate) the typing vertically between the pairs of lines.

2. When typing amounts in a column with a vertical line to separate dollars from cents, adjust the paper so the decimal (which is *not* typed) would, if typed, fall exactly on the separation line.

[Most forms are designed for elite spacing; on a pica machine you will need to adjust the carriage, retarding it by hand, in order to insert some cents figures correctly in the space assigned them.]

3. When typing *on* a single ruled line, adjust the paper so the line is in the underscore position.

4. When typing amounts after a $ sign, position the figures so close to the $ sign that no figure could be inserted between the $ and the number.

5. To fill in a line with leaders, use hyphens and spaces alternately.

Forms 35-36

VOUCHER CHECKS
Form: workbook 223
Copy 1: Check for Robert G. Thomas
Copy 2: Check for Jerome Romanoff

JUNIPER SALES SPECIALTY COMPANY
NEW ORLEANS, LOUISIANA

CHECK NO. M-221

Name V. Russell Norton DATE March 26, 19--

GROSS PAY	DEDUCTIONS I.T.W.	F.I.C.A.	GROUP INS.	MISC.	TOTAL	NET PAY
142.50	20.90	5.70	1.50		28.10	114.40

DETACH AND RETAIN

JUNIPER SALES SPECIALTY COMPANY
3399 MADISON AVENUE
NEW ORLEANS, LOUISIANA

No. M-221 1-785/266

March 26 19--

PAY TO THE ORDER OF V. Russell Norton $ 114.40

One hundred fourteen and 40/100 - - - - - - - - - - - - - - DOLLARS

WARRANTY NATIONAL TRUST COMPANY
NEW ORLEANS, LOUISIANA

JUNIPER SALES SPECIALTY COMPANY

AUTHORIZED SIGNATURE

A payroll check is usually (as here) a "voucher check" with a stub on which may be explained the origin of the amount of the check (copied from a payroll register or a similar payroll record).

An earnings record is kept for each employee. It must match corresponding payroll registers and is brought up to date at end of each payroll period.

EARNINGS RECORD OF Benjamin F. CROSLEY
NAME

ADDRESS 1340 North Pike Street
Ortonville, Minnesota

SOCIAL SECURITY NO. 144-60-3928

MARRIED x SINGLE

TELEPHONE 131-2208

NO. INCOME TAX EXEMPTIONS 3

DATE PERIOD ENDED	AMOUNT EARNED	DEDUCTIONS I.T.W.	F.I.C.A.	GROUP INS.	MISC.	NET PAY
1/14	246 20	30 30	9 85	2 46	18 75	184 84
1/28	246 20	30 30	9 85	2 46		203 59
2-11	246 20	30 30	9 85	2 46	18 75	184 84
2-25	246 20	30 30	9 85	2 46		203 59
3-11	246 20	30 30	9 85	2 46	18 75	184 84
3-25	246 20	30 30	9 85	2 46		203 59

Forms 37-38

EARNINGS RECORDS
Forms: workbook 225
Copy 1: Mr. Crosley
Copy 2: Mr. Danderson

FORM 38. For the same six payroll periods as in Form 37, prepare the earnings record of Frederick L. Danderson, who lives at 908 North Elm Street in Ortonville. His phone is 131-7736. His Social Security number is 273-38-4707. He is married and has 4 income tax dependents. He has no miscellaneous deductions. Each line of his record will, therefore, read the same: Date . . . Amount Earned, $218.40 . . . Income Tax Withheld, $18.90 . . . F.I.C.A., $2.31 . . . Group Insurance, $1.14 . . . Net Pay: $196.05.

W-2 Income Tax form is summary of employee's earnings record and tax withholdings for the previous calendar year. Fifth column is used if a state income tax has been withheld. Form is prepared with enough carbons to serve firm, agencies, and employee.

LEROY ELECTRIC COMPANY
14-3380124
Ortonville, Minnesota

WITHHOLDING TAX STATEMENT 19--
Federal taxes withheld from wages

Type or print EMPLOYER'S identification number, name, and address above.

Copy A—For District Director

SOCIAL SECURITY INFORMATION		INCOME TAX INFORMATION	
$192.00 F.I.C.A. employee tax withheld, if any	$4,800.00 Total F.I.C.A. wages	$787.80 Federal income tax withheld, if any	$6,400.00 Total wages* paid

Benjamin F. Crosley 144-60-3928
1340 North Pike Street
Ortonville, Minnesota

EMPLOYER: Please note that the tax and wage boxes are arranged in a different order than in past years.

For instructions on preparing Form W-2, see other side.

FOR USE OF INTERNAL REVENUE SERVICE
Employee's copy and employer's copy compared . . . . . .

Type or print EMPLOYEE'S social security account no., name, and address above.

FORM W-2—U.S. Treasury Department, Internal Revenue Service

*Before payroll deductions or "sick pay" exclusion.

Forms 39-41

W-2 INCOME TAX FORMS
Forms: workbook 227
Copy 1: Mr. Crosley
Copy 2: Mr. Danderson
Copy 3: Mr. Parkleigh

FORM 40. Prepare the W-2 form for Mr. Danderson (Form 38). His figures should read: $4,800.00 . . . $120.00 . . . $5,680.00 . . . $491.40.

FORM 41. Prepare the W-2 form for a fellow employee of Mr. Danderson's, Stephen L. Parkleigh, whose Social Security number is 088-36-4414. He lives at 1392 South Oak Street, in Ortonville. His figures: $4,800.00 . . . $120.00 . . . $6,000.00 . . . $522.50.

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: THREE EACH
GOAL: CONFIDENT FORM PRODUCTION
STRESS: GO-POWER

LESSONS

117–118

Review

117-A. Recall skill by half-minute writings on each line. Repeat these drills in Lesson 118.

117-A. Tune up on these review lines

1 Their men wish to blame me for both of their big work jams.
2 Rex amazed Jack by pointing quickly to five of the answers.
3 The data on pages 10, 28, and 39 are repeated on 47 and 56.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

117-B. Each three times (consecutively, for a speed gain; alternately, for an accuracy gain).

117-B. Sharpen your control of capitals

4 Wisconsin Terrific Packer Street Sales Zaner Green Dear Bay
5 Enclosure Manager William Alfred Stahl Sales Yours Bill But

117-C. Adjust machine for double spacing and copy line for line.

1. Scan the copy.

2. Make an exact copy in each lesson, trying to complete it within 5 minutes and 3 errors. Or, take a 5-minute writing twice—once with a rest after each minute and, then, once without any such rests. GOAL: Maximum speed within 3-error limit.

SI 1.32—fairly easy

117-C. Increase your skill on production copy

	(C)	(D)
6 Good morning. Please take this letter to William	11	10
Zaner, at 411 West Packer Street, Green Bay, Wisconsin	22	21
54301. Dear Bill:	26	25
When we have an account to square up, all we need	37	36
to do is issue a voucher check; we do not even need to	48	47
write a letter, because the stub on the check explains	59	59
quite clearly what payment we are making. I have been	70	70
told, indeed, that the reason we use such checks is to	81	81
eliminate the need for having a letter of explanation.	92	92
But when a speaker has come the distance that you	103	103
did and has performed the service that you did for our	114	114
sales staff, he deserves a letter, too, that tells him	125	125
that he was terrific; so this is why I am writing you.	136	136
Bill, you were terrific. <u>Terrific!</u>	148	148
The check for your expenses is enclosed, complete	159	159
with a voucher that reminds you what the check is for;	170	170
the stub does not say you were terrific, but you were.	181	181
Yours very sincerely, and the usual Alfred Stahl,	192	195
Sales Manager; and be certain that you <u>do</u> make out and	204	197
enclose the voucher check. If you forgot it after all	215	200
I have said about it, he would never let <u>me</u> forget it!	227	...

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11

Letter 54

FULL-BLOCKED LETTER
Review: page 166
Paper: workbook 229
Punctuation: open
Body: 141 words
SI: 1.34—near-normal

117/118-D. Apply your skill to production typing

FORM 42. *Voucher Check No. 2118.* Pay $318.50 to Mr. Zaner for "Payment of expenses on trip to New Orleans, March 1-7, 19—."

FORM 43. *Voucher Check No. 2119.* Pay $150.00 to yourself for "Payment for services as technical advisor, March 6, 19—."

Forms 42-43

VOUCHER CHECKS
Forms: workbook 231
Illustration: page 181

JUNIPER SALES SPECIALTY COMPANY
3399 MADISON AVENUE

1-765
266

NEW ORLEANS, LOUISIANA March 19, 19-- No. 2118

PAY TO THE ORDER OF William Zaner $ 318.50

Three hundred eighteen and 50/100 - - - - - - - - - - - DOLLARS

JUNIPER SALES SPECIALTY COMPANY

WARRANTY NATIONAL TRUST COMPANY
NEW ORLEANS, LOUISIANA

AUTHORIZED SIGNATURE

DETACH AND RETAIN THIS STATEMENT

THE ATTACHED CHECK IS IN PAYMENT OF ITEMS DESCRIBED BELOW
IF NOT CORRECT PLEASE NOTIFY US PROMPTLY. NO RECEIPT DESIRED

Payment of expenses on trip to New Orleans, March 1-7, 19--

Mr. William Zaner
411 Packer Street
Green Bay, Wisconsin 54301

VOUCHER CHECK is regular check with detachable stub (on any side) for address and explanation.

THE CENTURY INSURANCE COMPANY *Buffalo, New York*

March 19, 19--

Dear Mr. Quinette:

We have received your request for a copy of:

"How Much Insurance Should I Have?"

We are sending it today, with our compliments. We hope that it will prove to be of interest and value and that we may have the pleasure of serving you again.

SERVICE MANAGER

urs

FILL-IN CARD has insertions that are aligned vertically and horizontally.

$ 625.85 March 19, 19--

Thirty days - - - - - - - - - - - - - - - *after date* we *promise to pay to the order of* Juniper Sales Specialty Company - - - - - - - - - - - -

Six hundred twenty-five and 85/100 - - - - - - - - - - - - - *Dollars*

at Louisiana National Bank, New Orleans, Louisiana - - - - - - - - -

Value received ROGERS WHOLESALE COMPANY

No. 183 *Due* April 18, 19--

PROMISSORY NOTE . . . rules in underline position . . . leaders (hyphens and spaces) fill in alterable spaces.

THE CENTURY INSURANCE COMPANY
255 Broadway • Buffalo, New York 14205

Mr. Charles L. Quinette
2839 Fairfield Avenue
Fort Wayne, Indiana 46802

THE CENTURY INSURANCE COMPANY
255 Broadway • Buffalo, New York 14205

Mrs. Katherine Newman
Apartment 12-K
475 Halledon Avenue
Corpus Christi, Texas 78401

LABELS . . . block the addresses, use single spacing for more than 3 lines.

Forms 44-45
PROMISSORY NOTES
Forms: workbook 233

FORM 44. *Promissory Note No. 183:* The Rodgers Wholesale Company promises to pay $625.85 to the order of the Juniper Sales Specialty Company, at the Louisiana National Bank, New Orleans, 30 days from today.

FORM 45. *Promissory Note No. 184:* The Ford-Bart Corporation promises to pay $900.00 to the order of the Juniper Sales Specialty Company, at the Union National Bank, Bakersfield, California, 60 days from today.

Forms 46-47
Cards 7-8
ACKNOWLEDGMENT CARDS
Forms: workbook 221

FORM 46 / CARD 7. Acknowledge a request for "How Much Insurance Should I Have?" from Mr. Charles L. Quinette, 2839 Fairfield Avenue, Fort Wayne, Indiana 46802.

FORM 47 / CARD 8. Acknowledge a request for "A College Education for Your Child!" from Mrs. Katherine Newman, Apartment 12-K, 475 Halledon Avenue, Corpus Christi, Texas 78401.

Form 48
SHIPMENT LABELS
Forms: workbook 233

LABEL NO. 1. To Mr. Quinette, address above.

LABEL NO. 2. To Mrs. Newman, address above.

LABEL NO. 3. To Dr. Edward Svensen, Central City Hospital, 3618 North Ridgewood Avenue, Worcester, Massachusetts 01601.

LABEL NO. 4. To Sr. [Senhor] Almyr Guimaraes, Caixa Postal 2360, Rio de Janeiro, BRAZIL.

LINE: 50
TAB: 5
SPACING: DOUBLE
DRILLS: THREE EACH
GOAL: APPLY PIVOTING TO MANUSCRIPT WORK
STRESS: POSTURE

Unit 20. Manuscripts

LESSONS
119–120

Pivot Display

119-A. Tune up on these review lines

119-A. Each line three times, or take a half-minute writing on it. GOAL: No hesitations.

1 Why did you not get the new job you said you got?
2 Quickly pack the box with five dozen modern jugs.
3 Price these items at 10¢, 28¢, 39¢, 47¢, and 56¢.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

119-B. Boost skill on fluent alphabetic paragraphs

119-B. A complete copy within 5 minutes and 3 errors, plus a retyping three times of any line you type with an error.

Or, take two 5-minute writings; the first with a rest at the end of each minute, the second with no rests at all. GOAL: 45 or more words a minute within 3 or fewer typing mistakes.

SI 1.32—fairly easy

4 The person who wants to get ahead on the job 10
has to learn how to use common sense. It is fine 20
to know and to be able to quote the rules, but it 30
is better to know when the exact rule ought to be 40
set aside. You have to analyze the situation. A 50
report can be set up in manuscript style, for ex- 60
ample; but if you have to duplicate it, you might 70
be smarter to use single spacing so that you will 80
get the report on fewer stencil or master sheets. 90

5 On the other hand, the saving of paper might 100
not be as important as making a better impression 110
on the executives to whom you will send copies of 120
the report; you must use your judgment. You must 130
choose between the quick shortcuts and the longer 140
methods that give a more attractive product. You 150
must realize that there is a right time for each. 160

6 Good judgment in such matters might not come 170
until you have risked a few mistakes. You should 180
repeat some of your jobs, when time permits, try- 190
ing to arrange them in a different way, or trying 200
to fit them on a smaller size of paper, or taking 210
other liberties with the exact directions. True, 220
you must be quick to do what you are told to do— 230
but you must nurture your judgment skill as well. 240
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

Manuscript 32

BASIC DISPLAY
Paper: plain
Spacing: double
Placement: center
Title: "Rules Versus Judgment"
SI: 1.32—fairly easy

119-C. Review the technique of backspace pivoting

Review pivoting, page 56; then, type the two exercises shown here: center the title, then align the other lines with the start and end of the centered title. Note leaders. Each row of periods has a space before and after it, and all rows end at an identical point.

PRACTICE 1

THE HIGHWAY CAVALIER

Chapter	Page
I	1
II	37
III	89
IV	166

PRACTICE 2

THE MYSTERY OF THE GLOVE

Chapter	Page
I. We Buy It	1
II. We Lose It	59
III. It Shows Up	138
IV. It Is Taken	203

119/120-D. Apply your skill to production typing

After typing Manuscript 32, page 182, as a quick recall of basic centering, type Manuscripts 33-36, following closely the helpful directions. You will need to look up often; CAUTION: *be careful not to omit any lines!* Your GOAL: To finish each manuscript within 10 minutes and 3 errors.

Manuscript 33

DISPLAY PROGRAM
Paper: plain, full
Spacing: double, extra line between "days"
Line: 51 spaces
Tab: center, 52
Caution: pivot lines with speakers' names

Always put 3 spaces between spread-out words. Review page 70.

C O N F E R E N C E P R O G R A M

March 8–12, (year)

Monday: PUBLIC RELATIONS AND ADVERTISING
Discussion Led by Harvey P. May ← PIVOT

Tuesday: INCENTIVE WAGE PROBLEMS
Discussion led by Emil ~~H.~~ Hale Bender

~~WEDNESDAY~~ Morning: USING SALESMEN'S REPORTS
Discussion Led by William J. Noran

Wednesday afternoon: Luncheon and Excursion

Thursday: ADMINISTERING JOB EVALUATIONS
Discussion Led by Joseph K. Strong

Friday: OUR WORK-SIMPLIFICATION PROGRAM
Discussion Led by John Z. Duncan

Manuscript 34

DISPLAY PROGRAM
Paper: plain, full
Spacing: single
Line: 61 spaces
Tab: 10, center, 62

Center each line

THE B-G FOUNDER'S DAY FESTIVAL

Saturday, March 13
at
The Golden Bridge Club

BANQUET ..... 6:30 to 8:30 ← PIVOT

A once-in-a-lifetime big charcoal-grilled steak dinner, complete from ~~me~~ the soup to nuts, speaking of which reminds to mention—

THE SPEAKERS ..... 8:30 to 9:00

Toastmaster Harold Freeman is bringing ~~his~~ an alarm clock to make sure that no speakers talk more than 5 minutes; we want to—

TRIP "THE LIGHT FANTASTIC" ..... ~~10~~ 9:00 to 12:30

The music is that of Dave Elliott and his famous band, with vocals by Dora Deevers.

Manuscript 35

MENU
Paper: plain
Line: 60 spaces

Center each line

B - G C O M P A N Y C A F E T E R I A

Menu for Thursday, March ~~1120~~ 1#

APPETIZERS 2#

1#

Tomato Soup or Clam Chowder (cup) ..... .15
Fresh orange or Grapefruit Juice ..... .10

LUNCHEON PLATES

Salmon Salad with French Dressing, Cucumber Slices,
Tomato quarters, and Potato Waffles ..... .60
Stuffed Braised Ribs of Beef, Jumbo Peas and Carrots,
~~Cold Slaw~~ Coleslaw, and Mashed Potatoes ..... .75

SANDWICHES 2#

1#

Grilled American Cheese, with tomato Slices ..... .35
Tomato, Lettuce, and Bacon ~~(~~on Roll~~s)~~ ..... .35
Chipped Ham Saute on Large Bun or on toast ..... ~~.20~~ 25
Swiss Cheese and Tomato on Fresh rye Bread ..... ~~.20~~ 35

DESSERTS 2#

1#

Chocolate or Butterscoch Sundae on Chocolate Ice Cream . .20
Apple, Cherry, Banana Cream, ~~and~~ or Peach Pie ..... .15
Chocolate layer or Angel Food Cake~~s~~ ..... .15

BEVERAGES 2#

1#

Milk (Individual Bottle) ..... .12
~~Hot~~ Tea or Coffee ..... .10

Manuscript 36

ITINERARY
Paper: plain
Line: 70 spaces

SCHEDULE FOR DETROIT TRIP

March 21-23, year

MONDAY	March 21	
~~8:00~~ 9:35 a.m.	~~You will~~ leave Chicago on Flight AA~~214~~ 416	Confirmed
~~10:15~~ 11:25 a.m.	~~You~~ arrive Detroit, ~~are~~ met by Mr. Graham	Assumed
11:00 a.m.	4# Register ~~for room~~ at Book-Cadillac Hotel	Confirmed
11:45 a.m.	Luncheon with Mr. Montrose, ~~of~~ Ford Motors	Confirmed
3:00 p.m.	Appointment with Mr. Young, Fordyce+Valve	Tentative
6:00 p.m.	Dinner at ~~the~~ hotel with Doctor Sampson	Confirmed
TUESDAY	March 22 + #	
9:00 a.m.	Appointment with Mr. Stahl, Oldsmobile, ~~GM~~	Promised
10:15 a.m.	Appointment with ~~Fred~~ Mr. Reed, ~~of~~ Pontiac, ~~GM~~	Tentative
~~12:00 noon~~ 11:45 a.m.	Luncheon with Mrs. Flower, of Ford-Mercury	~~Tentative~~ confirmed
3:00 p.m.	Appointment with Mr. Milton, Fisher Body	Unconfirmed
7:00 p.m.	Dinner ~~for and~~ with Dr. and Mrs. Pfeiffer	Tentative
Wednesday	March 23 + #	
8:50 a.m.	Leave Detroit on AA 57 for Chicago	Confirmed
9:45 a.m.	Arrive O'Hare, return to office	Confirmed

LINE: 60
TAB: 5
SPACING: DOUBLE
DRILLS: THREE EACH
GOAL: APPLY SKILL TO TYPED REPORTS
STRESS: EYES ON COPY

LESSONS

121–122

Reports

121-A. Tune up on these review lines

121-A. Each line three times, or take a half-minute writing on each. GOAL: Flawless rhythm. Repeat in Lesson 122.

1 He may wish to visit the rock chapel with us on the eighth.
2 Vicky placed a dozen jugs from Iraq on the waxy table tops.
3 Discounts of 10%, 28%, 39%, 47%, and 56% are quite unusual.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

121-B. Boost skill on fluent alphabetic paragraphs

121-B. To increase your progress, follow either of these schedules.

1. Read the copy, type a full line of each of a half dozen words that are worth prepracticing. Then, type a copy of each paragraph; GOAL: To complete either within 3 minutes and 2 errors.

2. Read the copy, type a full line of each of a half dozen words that merit prepracticing, and then take two 5-minute writings, the first with rest after each minute and the second with full fluency but no rests. GOAL: 46 or more words a minute within 3 errors.

SI 1.31—fairly easy

4 It is said that each worker supports a dozen or so who 12
live on the circulation of his money. There is the man who 24
sells him his clothing, the one who delivers his groceries, 36
the one who fixes his shoes, the boy who cuts his lawn, the 48
teacher who instructs his children, and all the many others 60
to whom his earnings are relayed. If his income stops, be- 72
cause his hands are no longer purchased for farm or forest, 84
for mine or mill, all these others feel the pinch, too; the 96
worker who leaves is a leak in the local economy. If other 108
workers leave with him, those who exist on serving them are 120
not long in following; and thus the leak may quickly become 132
a break, and the break a flood that sweeps into our cities. 144

5 Now, cities are big and they grow fast; but there is a 156
limit to how rapidly they can expand before they feel grow- 168
ing pains. All our cities are suffering adjustments today. 180
People are moving in faster than new homes can be built for 192
them; so they must crowd into smaller quarters or move to a 204
suburb. People bring their cars, too, faster than the city 216
can widen streets to bear them or make places to park them. 228
People also bring their children with them, faster than the 240
city can build schools to seat them or parks in which these 252
new city citizens may play and let off their animal energy. 264
The problems are huge, but so are the talents and resources 276
that a city can join in firm efforts to solve its problems. 288
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

121/122-C. Apply skill to production typing

If you have wondered how many carbons you could produce at one time, or if you have wanted to type a duplicating stencil or master, Manuscript 39 would be a good one to use—it merits multicopy production!

Manuscripts 37-39 require the longest sustained effort yet; GOAL: See whether you can finish each within 12 minutes and 4 errors.

Manuscript 37

COMMITTEE REPORT
IN SINGLE SPACING
Placement: center

Paper: plain
Shown: in pica
Tab: 5, center
SI: 1.53—fairly difficult

Manuscript 38

COMMITTEE REPORT
IN DOUBLE SPACING
Placement: formula

Arrange same material as a double-spaced, two-page report; see pages 115-116 again.
Paper: plain

PERSONAL TITLES IN BUSINESS LETTERS 21

23

The committee appointed by Mr. Wilhelms to study the use 36
of personal titles in business letters found that the subject 48
is amply treated in many sources, most of which concur. 59

61

DEFINITION 63

This report deals with personal titles that are commonly 77
used in business letters, like Professor, Reverend, Doctor, 92
Dean, Miss, Mr., Mrs., and so on. This report does not con- 104
cern social letters or titles of rank, job, or position. 116

118

FINDINGS 120

1. A personal title of some kind should always be used 132
before a personal name that occurs in any part of a business 145
letter other than in the signer's typed identification, which 157
most often does not include a personal title. 166

2. Two titles, Mr. and Mrs., are always abbreviated. 179

3. In addresses, personal titles other than Mr. and Mrs. 197
are written in full only when the last name is given alone, 209
with neither a first name nor an initial; if either is given, 222
the title is abbreviated (if it is one that can be). 233

4. In a salutation, personal titles other than Mr. and 252
Mrs. may be either abbreviated or typed in full, as a writer 264
may prefer. The trend is toward the short form. 274

5. In the body, personal titles other than Mr. and Mrs. 291
should be abbreviated if either a first name or initial is 303
given with the last name; if neither is given, the title may 315
be abbreviated or typed in full, as the writer may prefer. 327

6. In the typed signature, a man does not indicate his 349
personal title unless his first name could be confused with 361
that of a woman. An unmarried woman does not indicate Miss 375
unless her first name could be confused with that of a man. 387
A married woman may (and some authorities say should) have 401
the personal title, Mrs., typed before her name. 411

Chairman's name may be first, last, or in alphabetic order.

Thomas F. Allerton 418
Virginia Saxon 423
Your Name, Chairman 429

Illustration of a Committee Report, Single Spaced

LINE: 60
SPACING: SINGLE
DRILLS: THREE EACH
GOAL: LEARN TO TYPE ON RULED FORMS
STRESS: TOUCH CONTROL ON NUMBERS

LESSONS

115–116

Payroll Forms

115-A. Tune up on these review lines

115-A. Recall skill by half-minute writings on each line. Repeat these lines in Lesson 116.

1 She may wish to pay them if and when they go to work for us.
2 To jeopardize and hit six of the brigades, we moved quickly.
3 She assigned pages 10, 28, 39, 47, and 56 for the next week.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

115-B. Sustain your skill on production copy

115-B. Readjust machine for double spacing, 50-space line, and tabs at 10 and 20. Then, steps:

1. Scan the copy, to be sure you can read it, and note use of tabulator.
2. Select and practice any half-dozen words
3. Take a 5-minute timed writing, pausing for a few-seconds rest at the end of each minute. (Or, type one copy, pausing to rest at each "double-double" spacing point.)
4. Take a 5-minute timed writing without pauses. (Or, type a copy without pausing even one time.) SI 1.40—normal, if you can tabulate by touch!

4 Date: March 16, 19— 6
To: John K. Speare, Head, Payroll Section 16
From: Ruth N. North, Personnel 23
Subject: Adding New Employee to the Payroll ↓4 33
34
5 The following has been processed by Personnel and 44
may now be added to the payroll. Data you need: ↓4 54
55
6 Full name: Mr. Ralph Hale Carr 63
Local address: 1321 West Sixth Avenue 72
Phone: 392-4141 77
Soc. Sec. No.: 343-28-6102 84
Marital status: Married 90
No. dependents: Self and one 97
Savings bonds: $50 per month 104
Section assigned: Stores and Supply 113
Effective date: March 24, 19— 121
Starting rate: $5200 per year ↓4 128
129
7 If there are other data you need, the file of this 139
new employee will be available in this department. ↓4 150
Holly Anne Graham 157
For Ruth N. North 163

Forms 32-33

FILL-IN MEMORANDUMS
Paper: workbook page 219 or plain paper
Copy 1: data shown here
Copy 2: your personal data, as a $75-a-week secretary in Sales

115-C. Learn to type payroll forms

If you lack workbook forms, type the Lesson 115-116 assignments as memos or as tables, to the extent that they can be so arranged.

The payroll forms used in different businesses vary considerably both in their arrangement and in the extent to which they *are* typewritten. Typical *typewriting* problems involved in typing on such forms include:

PAYROLL REGISTER

NO.	NAME	INCOME TAX EXEMPTION	GROSS PAY		DEDUCTIONS I.T.W.		F.I.C.A.		GROUP INSURANCE		MISC.		TOTAL		NET PAY	
1	Bobbitt, Robert C.	4	131	50	4	90	5	46		80			11	16	120	34
2	Devine, William F.	2	165	00	20	60	4	12	1	80			26	52	138	48
3	Harrison, Joanne C.	1	103	40	13	90	2	58		50			16	98	86	42
4	Johnson, Charles K.	3	151	30	13	20	3	78	2	18			19	16	132	14
5	Masters, Helene L.	1	124	55	18	10	4	98		83	1	94	25	85	98	70
6	Norton, V. Russell	1	142	50	20	90	5	70	1	50			28	10	114	40
7	Romanoff, Jerome	2	110	70	10	70	4	43		57	1	94	17	64	93	06
8	Thomas, Robert G.	1	148	60	22	40	5	94	1	50	1	94	31	78	116	82
9																

Form 34

PAYROLL REGISTER
Form: workbook 221

In some companies the permanent payroll register is a typed copy of a draft that is first made in handwriting from employees' timecards and related records.

1. When typing *between* a series of horizontal lines, center (approximately, by estimate) the typing vertically between the pairs of lines.

2. When typing amounts in a column with a vertical line to separate dollars from cents, adjust the paper so the decimal (which is *not* typed) would, if typed, fall exactly on the separation line.

[Most forms are designed for elite spacing; on a pica machine you will need to adjust the carriage, retarding it by hand, in order to insert some cents figures correctly in the space assigned them.]

3. When typing *on* a single ruled line, adjust the paper so the line is in the underscore position.

4. When typing amounts after a $ sign, position the figures so close to the $ sign that no figure could be inserted between the $ and the number.

5. To fill in a line with leaders, use hyphens and spaces alternately.

Forms 35-36

VOUCHER CHECKS
Form: workbook 223
Copy 1: Check for Robert G. Thomas
Copy 2: Check for Jerome Romanoff

JUNIPER SALES SPECIALTY COMPANY
NEW ORLEANS, LOUISIANA

CHECK NO. M-221

Name V. Russell Norton DATE March 26, 19--

GROSS PAY	DEDUCTIONS I.T.W.	F.I.C.A.	GROUP INS.	MISC.	TOTAL	NET PAY
142.50	20.90	5.70	1.50		28.10	114.40

DETACH AND RETAIN

JUNIPER SALES SPECIALTY COMPANY
3399 MADISON AVENUE
NEW ORLEANS, LOUISIANA

No. M-221 1-785/266

March 26 19--

PAY TO THE ORDER OF V. Russell Norton $ 114.40

One hundred fourteen and 40/100 - - - - - - - - - - - - - DOLLARS

WARRANTY NATIONAL TRUST COMPANY
NEW ORLEANS, LOUISIANA

JUNIPER SALES SPECIALTY COMPANY

AUTHORIZED SIGNATURE

A payroll check is usually (as here) a "voucher check" with a stub on which may be explained the origin of the amount of the check (copied from a payroll register or a similar payroll record).

An earnings record is kept for each employee. It must match corresponding payroll registers and is brought up to date at end of each payroll period.

EARNINGS RECORD OF Benjamin F. CROSLEY
NAME

ADDRESS 1340 North Pike Street
Ortonville, Minnesota

SOCIAL SECURITY NO. 144-60-3928

MARRIED x SINGLE

TELEPHONE 131-2208

NO. INCOME TAX EXEMPTIONS 3

DATE PERIOD ENDED	AMOUNT EARNED	DEDUCTIONS I.T.W.	F.I.C.A.	GROUP INS.	MISC.	NET PAY
1/14	246 20	30 30	9 85	2 46	18 75	184 84
1/28	246 20	30 30	9 85	2 46		203 59
2-11	246 20	30 30	9 85	2 46	18 75	184 84
2-25	246 20	30 30	9 85	2 46		203 59
3-11	246 20	30 30	9 85	2 46	18 75	184 84
3-25	246 20	30 30	9 85	2 46		203 59

Forms 37-38

EARNINGS RECORDS
Forms: workbook 225
Copy 1: Mr. Crosley
Copy 2: Mr. Danderson

FORM 38. For the same six payroll periods as in Form 37, prepare the earnings record of Frederick L. Danderson, who lives at 908 North Elm Street in Ortonville. His phone is 131-7736. His Social Security number is 273-38-4707. He is married and has 4 income tax dependents. He has no miscellaneous deductions. Each line of his record will, therefore, read the same: Date ... Amount Earned, $218.40 ... Income Tax Withheld, $18.90 ... F.I.C.A., $2.31 ... Group Insurance, $1.14 ... Net Pay: $196.05.

W-2 Income Tax form is summary of employee's earnings record and tax withholdings for the previous calendar year. Fifth column is used if a state income tax has been withheld. Form is prepared with enough carbons to serve firm, agencies, and employee.

LEROY ELECTRIC COMPANY
14-3380124
Ortonville, Minnesota

WITHHOLDING TAX STATEMENT 19--
Federal taxes withheld from wages

Type or print EMPLOYER'S identification number, name, and address above.

Copy A—For District Director

SOCIAL SECURITY INFORMATION		INCOME TAX INFORMATION	
$192.00 F.I.C.A. employee tax withheld, if any	$4,800.00 Total F.I.C.A. wages	$787.80 Federal income tax withheld, if any	$6,400.00 Total wages* paid

Benjamin F. Crosley 144-60-3928
1340 North Pike Street
Ortonville, Minnesota

Type or print EMPLOYEE'S social security account no., name, and address above.

EMPLOYER: Please note that the tax and wage boxes are arranged in a different order than in past years.

For instructions on preparing Form W-2, see other side.

FOR USE OF INTERNAL REVENUE SERVICE
Employee's copy and employer's copy compared .....

FORM W-2—U.S. Treasury Department, Internal Revenue Service

*Before payroll deductions or "sick pay" exclusion.

Forms 39-41

W-2 INCOME TAX FORMS
Forms: workbook 227
Copy 1: Mr. Crosley
Copy 2: Mr. Danderson
Copy 3: Mr. Parkleigh

FORM 40. Prepare the W-2 form for Mr. Danderson (Form 38). His figures should read: $4,800.00 ... $120.00 ... $5,680.00 ... $491.40.

FORM 41. Prepare the W-2 form for a fellow employee of Mr. Danderson's, Stephen L. Parkleigh, whose Social Security number is 088-36-4414. He lives at 1392 South Oak Street, in Ortonville. His figures: $4,800.00 ... $120.00 ... $6,000.00 ... $522.50.

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: THREE EACH
GOAL: CONFIDENT FORM PRODUCTION
STRESS: GO-POWER

LESSONS

117–118

Review

117-A. Recall skill by half-minute writings on each line. Repeat these drills in Lesson 118.

117-A. Tune up on these review lines

1 Their men wish to blame me for both of their big work jams.
2 Rex amazed Jack by pointing quickly to five of the answers.
3 The data on pages 10, 28, and 39 are repeated on 47 and 56.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

117-B. Each three times (consecutively, for a speed gain; alternately, for an accuracy gain).

117-B. Sharpen your control of capitals

4 Wisconsin Terrific Packer Street Sales Zaner Green Dear Bay
5 Enclosure Manager William Alfred Stahl Sales Yours Bill But

117-C. Adjust machine for double spacing and copy line for line.

1. Scan the copy.

2. Make an exact copy in each lesson, trying to complete it within 5 minutes and 3 errors. Or, take a 5-minute writing twice—once with a rest after each minute and, then, once without any such rests. GOAL: Maximum speed within 3-error limit.

SI 1.32—fairly easy

117-C. Increase your skill on production copy

	(C)	(D)
6 Good morning. Please take this letter to William	11	10
Zaner, at 411 West Packer Street, Green Bay, Wisconsin	22	21
54301. Dear Bill:	26	25
When we have an account to square up, all we need	37	36
to do is issue a voucher check; we do not even need to	48	47
write a letter, because the stub on the check explains	59	59
quite clearly what payment we are making. I have been	70	70
told, indeed, that the reason we use such checks is to	81	81
eliminate the need for having a letter of explanation.	92	92
But when a speaker has come the distance that you	103	103
did and has performed the service that you did for our	114	114
sales staff, he deserves a letter, too, that tells him	125	125
that he was terrific; so this is why I am writing you.	136	136
Bill, you were terrific. Terrific!	148	148
The check for your expenses is enclosed, complete	159	159
with a voucher that reminds you what the check is for;	170	170
the stub does not say you were terrific, but you were.	181	181
Yours very sincerely, and the usual Alfred Stahl,	192	195
Sales Manager; and be certain that you do make out and	204	197
enclose the voucher check. If you forgot it after all	215	200
I have said about it, he would never let me forget it!	227	...

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11

Letter 54

FULL-BLOCKED LETTER
Review: page 166
Paper: workbook 229
Punctuation: open
Body: 141 words
SI: 1.34—near-normal

117/118-D. Apply your skill to production typing

FORM 42. *Voucher Check No. 2118.* Pay $318.50 to Mr. Zaner for "Payment of expenses on trip to New Orleans, March 1-7, 19—."

FORM 43. *Voucher Check No. 2119.* Pay $150.00 to yourself for "Payment for services as technical advisor, March 6, 19—."

Forms 42-43

VOUCHER CHECKS
Forms: workbook 231
Illustration: page 181

JUNIPER SALES SPECIALTY COMPANY
3399 MADISON AVENUE
NEW ORLEANS, LOUISIANA March 19, 19 -- No. 2118

PAY TO THE ORDER OF William Zaner $ 318.50

Three hundred eighteen and 50/100 - - - - - - - - - - -DOLLARS

JUNIPER SALES SPECIALTY COMPANY

WARRANTY NATIONAL TRUST COMPANY
NEW ORLEANS, LOUISIANA

AUTHORIZED SIGNATURE

DETACH AND RETAIN THIS STATEMENT

Payment of expenses on trip to New Orleans, March 1-7, 19--

Mr. William Zaner
411 Packer Street
Green Bay, Wisconsin 54301

VOUCHER CHECK is regular check with detachable stub (on any side) for address and explanation.

THE CENTURY INSURANCE COMPANY *Buffalo, New York*

March 19, 19—

Dear Mr. Quinette:

We have received your request for a copy of:

"How Much Insurance Should I Have?"

We are sending it today, with our compliments. We hope that it will prove to be of interest and value and that we may have the pleasure of serving you again.

SERVICE MANAGER

urs

FILL-IN CARD has insertions that are aligned vertically and horizontally.

$ 625.85 March 19, 19 --

Thirty days - - - - - - - - - - - - - - *after date* we *promise to pay to the order of* Juniper Sales Specialty Company - - - - - - - - - - - -

Six hundred twenty-five and 85/100 - - - - - - - - - - - - - *Dollars*

at Louisiana National Bank, New Orleans, Louisiana - - - - - - - - -

Value received ROGERS WHOLESALE COMPANY

No. 183 *Due* April 18, 19--

PROMISSORY NOTE . . . rules in underline position . . . leaders (hyphens and spaces) fill in alterable spaces.

THE CENTURY INSURANCE COMPANY
255 Broadway • Buffalo, New York 14205

Mr. Charles L. Quinette
2839 Fairfield Avenue
Fort Wayne, Indiana 46802

THE CENTURY INSURANCE COMPANY
255 Broadway • Buffalo, New York 14205

Mrs. Katherine Newman
Apartment 12-K
475 Halledon Avenue
Corpus Christi, Texas 78401

LABELS . . . block the addresses, use single spacing for more than 3 lines.

Forms 44-45
PROMISSORY NOTES
Forms: workbook 233

FORM 44. *Promissory Note No. 183:* The Rodgers Wholesale Company promises to pay $625.85 to the order of the Juniper Sales Specialty Company, at the Louisiana National Bank, New Orleans, 30 days from today.

FORM 45. *Promissory Note No. 184:* The Ford-Bart Corporation promises to pay $900.00 to the order of the Juniper Sales Specialty Company, at the Union National Bank, Bakersfield, California, 60 days from today.

Forms 46-47
Cards 7-8
ACKNOWLEDGMENT CARDS
Forms: workbook 221

FORM 46 / CARD 7. Acknowledge a request for "How Much Insurance Should I Have?" from Mr. Charles L. Quinette, 2839 Fairfield Avenue, Fort Wayne, Indiana 46802.

FORM 47 / CARD 8. Acknowledge a request for "A College Education for Your Child!" from Mrs. Katherine Newman, Apartment 12-K, 475 Halledon Avenue, Corpus Christi, Texas 78401.

Form 48
SHIPMENT LABELS
Forms: workbook 233

LABEL NO. 1. To Mr. Quinette, address above.

LABEL NO. 2. To Mrs. Newman, address above.

LABEL NO. 3. To Dr. Edward Svensen, Central City Hospital, 3618 North Ridgewood Avenue, Worcester, Massachusetts 01601.

LABEL NO. 4. To Sr. [Senhor] Almyr Guimaraes, Caixa Postal 2360, Rio de Janeiro, BRAZIL.

LINE: 50
TAB: 5
SPACING: DOUBLE
DRILLS: THREE EACH
GOAL: APPLY PIVOTING TO MANUSCRIPT WORK
STRESS: POSTURE

LESSONS

Unit 20. Manuscripts

119–120

Pivot Display

119-A. Each line three times, or take a half-minute writing on it. GOAL: No hesitations.

119-A. Tune up on these review lines

1 Why did you not get the new job you said you got?
2 Quickly pack the box with five dozen modern jugs.
3 Price these items at 10¢, 28¢, 39¢, 47¢, and 56¢.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

119-B. A complete copy within 5 minutes and 3 errors, plus a retyping three times of any line you type with an error.

Or, take two 5-minute writings; the first with a rest at the end of each minute, the second with no rests at all. GOAL: 45 or more words a minute within 3 or fewer typing mistakes.

SI 1.32—fairly easy

119-B. Boost skill on fluent alphabetic paragraphs

4 The person who wants to get ahead on the job 10
has to learn how to use common sense. It is fine 20
to know and to be able to quote the rules, but it 30
is better to know when the exact rule ought to be 40
set aside. You have to analyze the situation. A 50
report can be set up in manuscript style, for ex- 60
ample; but if you have to duplicate it, you might 70
be smarter to use single spacing so that you will 80
get the report on fewer stencil or master sheets. 90

5 On the other hand, the saving of paper might 100
not be as important as making a better impression 110
on the executives to whom you will send copies of 120
the report; you must use your judgment. You must 130
choose between the quick shortcuts and the longer 140
methods that give a more attractive product. You 150
must realize that there is a right time for each. 160

6 Good judgment in such matters might not come 170
until you have risked a few mistakes. You should 180
repeat some of your jobs, when time permits, try- 190
ing to arrange them in a different way, or trying 200
to fit them on a smaller size of paper, or taking 210
other liberties with the exact directions. True, 220
you must be quick to do what you are told to do— 230
but you must nurture your judgment skill as well. 240

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

Manuscript 32

BASIC DISPLAY
Paper: plain
Spacing: double
Placement: center
Title: "Rules Versus Judgment"
SI: 1.32—fairly easy

119-C. Review the technique of backspace pivoting

Review pivoting, page 56; then, type the two exercises shown here: center the title, then align the other lines with the start and end of the centered title. Note leaders. Each row of periods has a space before and after it, and all rows end at an identical point.

PRACTICE 1

THE HIGHWAY CAVALIER

Chapter	Page
I	1
II	37
III	89
IV	166

PRACTICE 2

THE MYSTERY OF THE GLOVE

Chapter	Page
I. We Buy It	1
II. We Lose It	59
III. It Shows Up	138
IV. It Is Taken	203

119/120-D. Apply your skill to production typing

After typing Manuscript 32, page 182, as a quick recall of basic centering, type Manuscripts 33-36, following closely the helpful directions. You will need to look up often; CAUTION: *be careful not to omit any lines!* Your GOAL: To finish each manuscript within 10 minutes and 3 errors.

Manuscript 33

DISPLAY PROGRAM
Paper: plain, full
Spacing: double, extra line between "days"
Line: 51 spaces
Tab: center, 52
Caution: pivot lines with speakers' names

Always put 3 spaces between spread-out words. Review page 70.

C O N F E R E N C E P R O G R A M

March 8–12, (year) 1# 2#

Monday: PUBLIC RELATIONS AND ADVERTISING
Discussion Led by Harvey P. May ← PIVOT

Tuesday: INCENTIVE WAGE PROBLEMS
Discussion led by Emil Hale ~~H.~~ Bender

~~WEDNESDAY~~ Morning: USING SALESMEN'S REPORTS
Discussion Led by William J. Noran

Wednesday afternoon: Luncheon and Excursion

Thursday: ADMINISTERING JOB EVALUATIONS
Discussion Led by Joseph K. Strong

Friday: OUR WORK-SIMPLIFICATION PROGRAM
Discussion Led by John Z. Duncan

Manuscript 34

DISPLAY PROGRAM
Paper: plain, full
Spacing: single
Line: 61 spaces
Tab: 10, center, 62

Center each line

THE B–G FOUNDER'S DAY FESTIVAL

Saturday, March 13 2#
at
The Golden Bridge Club

BANQUET ..... 6:30 to 8:30 ← PIVOT

10# A once-in-a-lifetime big charcoal-grilled 1#
steak dinner, complete from soup to nuts,
speaking of which reminds ~~me~~ us to mention— 2#

THE SPEAKERS ..... 8:30 to 9:00

Toastmaster Harold Freeman is bringing ~~his~~ an 1#
alarm clock to make sure that no speakers
talk more than 5 minutes; we want to— 2#

TRIP "THE LIGHT FANTASTIC" ..... 9 ~~10~~:00 to 12:30

The music is that of Dave Elliott and his 1#
famous band, with vocals by Dora Deevers.

Manuscript 35

MENU
Paper: plain
Line: 60 spaces

Center each line

B - G C O M P A N Y C A F E T E R I A

Menu for Thursday, March ~~11~~10 1#

APPETIZERS 2#

1#

Tomato Soup or Clam Chowder (cup) ..... .15
Fresh orange or Grapefruit Juice ..... .10

LUNCHEON PLATES

Salmon Salad with French Dressing, Cucumber Slices,
Tomato quarters, and Potato Waffles ..... .60
Stuffed Braised Ribs of Beef, Jumbo Peas and Carrots,
~~Cold Slaw~~ Coleslaw, and Mashed Potatoes ..... .75

SANDWICHES 2#

1#

Grilled American Cheese, with tomato Slices ..... .35
Tomato, Lettuce, and Bacon (on Roll$) ..... .35
Chipped Ham Saute on Large Bun or on toast ..... .~~20~~ 25
Swiss Cheese and Tomato on Fresh rye Bread ..... .~~20~~ 35

DESSERTS 2#

1#

Chocolate or Butterscoch Sundae on Chocolate Ice Cream . .20
Apple, Cherry, Banana Cream, ~~and~~ or Peach Pie ..... .15
Chocolate layer or Angel Food Cakes ..... .15

BEVERAGES 2#

1#

Milk (Individual Bottle) ..... .12
~~Hot~~ Tea or Coffee ..... .10

Manuscript 36

ITINERARY
Paper: plain
Line: 70 spaces

SCHEDULE FOR DETROIT TRIP
March 21-23, year

MONDAY	March 21	
~~8:00~~ 9:35 a.m.	~~You will~~ leave Chicago on Flight AA~~214~~ 416	Confirmed
~~10:15~~ 9:55 a.m.	~~You~~ arrive Detroit, ~~are~~ met by Mr. Graham	Assumed
11:00 a.m.	4# Register ~~for room~~ at Book-Cadillac Hotel	Confirmed
11:45 a.m.	Luncheon with Mr. Montrose, ~~of~~ Ford Motors	Confirmed
3:00 p.m.	Appointment with Mr. Young, Fordyce+Valve	Tentative
6:00 p.m.	Dinner at ~~the~~ hotel with Doctor. Sampson	Confirmed
TUESDAY	March 22 + #	
9:00 a.m.	Appointment with Mr. Stahl, Oldsmobile, ~~GM~~	Promised
10:15 a.m.	Appointment with ~~Fred~~ Mr. Reed, ~~of~~ Pontiac, ~~GM~~	Tentative
~~12:00 noon~~ 11:45 a.m.	Luncheon with Mrs. Flower, of Ford-Mercury	~~Tentative~~ confirmed
3:00 p.m.	Appointment with Mr. Milton, Fisher Body	Unconfirmed
7:00 p.m.	Dinner ~~for and~~ with Dr. and Mrs. Pfeiffer	Tentative
Wednesday	March 23 + #	
8:50 a.m.	Leave Detroit on AA 57 for Chicago	Confirmed
9:45 a.m.	Arrive O'Hare, return to office	Confirmed

LINE: 60
TAB: 5
SPACING: DOUBLE
DRILLS: THREE EACH
GOAL: APPLY SKILL TO TYPED REPORTS
STRESS: EYES ON COPY

LESSONS

121–122

Reports

121-A. Tune up on these review lines

121-A. Each line three times, or take a half-minute writing on each. GOAL: Flawless rhythm. Repeat in Lesson 122.

1 He may wish to visit the rock chapel with us on the eighth.
2 Vicky placed a dozen jugs from Iraq on the waxy table tops.
3 Discounts of 10%, 28%, 39%, 47%, and 56% are quite unusual.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

121-B. Boost skill on fluent alphabetic paragraphs

121-B. To increase your progress, follow either of these schedules.

1. Read the copy, type a full line of each of a half dozen words that are worth prepracticing. Then, type a copy of each paragraph; GOAL: To complete either within 3 minutes and 2 errors.

2. Read the copy, type a full line of each of a half dozen words that merit prepracticing, and then take two 5-minute writings, the first with rest after each minute and the second with full fluency but no rests. GOAL: 46 or more words a minute within 3 errors.

SI 1.31—fairly easy

4 It is said that each worker supports a dozen or so who 12
live on the circulation of his money. There is the man who 24
sells him his clothing, the one who delivers his groceries, 36
the one who fixes his shoes, the boy who cuts his lawn, the 48
teacher who instructs his children, and all the many others 60
to whom his earnings are relayed. If his income stops, be- 72
cause his hands are no longer purchased for farm or forest, 84
for mine or mill, all these others feel the pinch, too; the 96
worker who leaves is a leak in the local economy. If other 108
workers leave with him, those who exist on serving them are 120
not long in following; and thus the leak may quickly become 132
a break, and the break a flood that sweeps into our cities. 144

5 Now, cities are big and they grow fast; but there is a 156
limit to how rapidly they can expand before they feel grow- 168
ing pains. All our cities are suffering adjustments today. 180
People are moving in faster than new homes can be built for 192
them; so they must crowd into smaller quarters or move to a 204
suburb. People bring their cars, too, faster than the city 216
can widen streets to bear them or make places to park them. 228
People also bring their children with them, faster than the 240
city can build schools to seat them or parks in which these 252
new city citizens may play and let off their animal energy. 264
The problems are huge, but so are the talents and resources 276
that a city can join in firm efforts to solve its problems. 288
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

If you have wondered how many carbons you could produce at one time, or if you have wanted to type a duplicating stencil or master, Manuscript 39 would be a good one to use—it merits multicopy production!

121/122-C. Apply skill to production typing

Manuscripts 37-39 require the longest sustained effort yet; GOAL: See whether you can finish each within 12 minutes and 4 errors.

Manuscript 37

COMMITTEE REPORT IN SINGLE SPACING
Placement: center

Paper: plain
Shown: in pica
Tab: 5, center
SI: 1.53—fairly difficult

Manuscript 38

COMMITTEE REPORT IN DOUBLE SPACING
Placement: formula

Arrange same material as a double-spaced, two-page report; see pages 115-116 again.
Paper: plain

PERSONAL TITLES IN BUSINESS LETTERS 21

23

The committee appointed by Mr. Wilhelms to study the use 36
of personal titles in business letters found that the subject 48
is amply treated in many sources, most of which concur. 59

61

DEFINITION

63

This report deals with personal titles that are commonly 77
used in business letters, like Professor, Reverend, Doctor, 92
Dean, Miss, Mr., Mrs., and so on. This report does not con- 104
cern social letters or titles of rank, job, or position. 116

118

FINDINGS

120

1. A personal title of some kind should always be used 132
before a personal name that occurs in any part of a business 145
letter other than in the signer's typed identification, which 157
most often does not include a personal title. 166

2. Two titles, Mr. and Mrs., are always abbreviated. 179

3. In addresses, personal titles other than Mr. and Mrs. 197
are written in full only when the last name is given alone, 209
with neither a first name nor an initial; if either is given, 222
the title is abbreviated (if it is one that can be). 233

4. In a salutation, personal titles other than Mr. and 252
Mrs. may be either abbreviated or typed in full, as a writer 264
may prefer. The trend is toward the short form. 274

5. In the body, personal titles other than Mr. and Mrs. 291
should be abbreviated if either a first name or initial is 303
given with the last name; if neither is given, the title may 315
be abbreviated or typed in full, as the writer may prefer. 327

6. In the typed signature, a man does not indicate his 349
personal title unless his first name could be confused with 361
that of a woman. An unmarried woman does not indicate Miss 375
unless her first name could be confused with that of a man. 387
A married woman may (and some authorities say should) have 401
the personal title, Mrs., typed before her name. 411

Chairman's name may be first, last, or in alphabetic order.

Thomas F. Allerton 418
Virginia Saxon 423
Your Name, Chairman 429

Illustration of a Committee Report, Single Spaced

Manuscript 39

DISPLAY REPORT
Placement: center
Paper: plain, full
Line: 72 spaces
Tab: in 3, 39, 42
Shown: in elite

For added mastery of the rules for number expression, use the Learning Guide, workbook 235.

THE EXPRESSION OF NUMBERS

A Summary by Your Name

WRITE IN WORDS—

a. Ten and the numbers below it:
The plane has four jet engines.
I found five dogs and two cats.

b. Round numbers, in general:
About ten thousand should vote.
I expect nearly twelve hundred.

c. Numbers that start a sentence:
Twenty-eight players took part.
Two hundred twelve were needed.

d. Indefinite amounts of money:
They gave thousands of dollars.
He had several hundred dollars.

e. Numbers that are ordinals:
It is their second anniversary.
It's his twenty-first birthday.

f. Ages and years, when general:
He must be seventeen years old.
He worked here for eight years.

g. Names of centuries, decades:
Back in the nineteenth century.
He told about the gay nineties.

h. Street names, ten and below:
The store is near Fifth Avenue.
She lives at 191 Second Avenue.

i. Time, informal and o'clock:
Come over about quarter to ten.
My plane leaves at ten o'clock.

j. Military, political divisions:
With the Forty-second Regiment.
The Fortieth Election District.

WRITE IN FIGURES—

a. Exact numbers above ten:
The airplane had 36 passengers.
He has 367 or 368 Irish stamps.

b. Round numbers in advertising:
We have sold over 10,000 books.
We get nearly 500 orders a day.

c. Numbers in a series:
Get 8 bags, 4 boxes, 28 crates.
I saw 6 men, 11 boys, 14 women.

d. Exact amounts of money:
They gave $1,500 to the school.
He had either $1,500 or $2,500.

e. Numbers used with percentages:
No discount is over 10 percent.
Sales: shoes, 16%; coats, 14%.

f. Ages and years, when exact:
John is 17 years 11 months old.
He worked 21 years and 3 weeks.

g. Graduation, historical years:
He belongs to the class of '56.
The fine spirit of '76 and '98.

h. Street names above ten:*
The store is near 188th Street.
He lives at 919 East 22 Street.

i. Time with minutes, a.m., p.m.:
I expect Ralph at 9:45 tonight.
The plane departs at 10:35 p.m.

j. Dimensions and measurements:
The back room is 14 by 25 feet.
The pail holds 2 quarts 1 pint.

---

* Whether to use st, d, rd, or th after street-name numbers (like 22 Street) depends on local preference. More and more businessmen prefer not to use them, particularly when a word separates the building and street numbers, as in 919 East 22 Street or 199 South 147 Avenue.

Illustration of a Display Report

LINE: 60
TAB: CENTER
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: PRACTICE ON APPLICATION PAPERS
STRESS: LOW WRISTS

LESSONS

123–124

Review

123-A. Tune up on these review lines

123-A. Each line three times—consecutively, for a speed increase; but alternately, for a gain in your accuracy. Repeat in Lesson 124.

1 It is your turn to shape the emblem and pay the man for it.
2 John very quietly picked the six razors from the woven bag.
3 The checks outstanding are for $10, $28, $39, $47, and $56.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

123-B. Sustain your skill on production copy

123-B. Note the changes in the letter. Adjust margins to make them suitable for a "long" letter. Skim the letter and type, three times, each capitalized word and each number. Insert clean paper, dropping to the proper starting line. Then follow one of these two routines:

1. See whether you can produce a correct copy of the letter within 6 minutes and 3 errors. You may try twice. If you succeed, lo! you have typed Letter 55.

2. Take two 5-minute timings, trying for 46 or more words a minute within 3 errors. Save your papers; you may be able to count one as your letter 55!

SI 1.50—fairly hard, especially in the form of a rough draft copy!

4 1041 West 22 Street ~~931 East Graham Street~~ 5
Oak Park ~~Evanston, Illinois 60204~~ 11
Today's date ~~March 22, 19~~ 60301 15
16

~~The National Company~~ Martin + Stevens, Inc. 21
~~6 North Michigan Avenue~~ 4652 Chase Street 24
Chicago, Illinois 60607 30

ATTENTION OF THE PERSONNEL DEPARTMENT 38

Gentlemen: 42

I should like to apply for the position of ~~secretary,~~ junior accountant 55
as advertised in this morning's ~~Gazette~~, Times. 65

I was pleased to see your advertisement. I was among 77
the group of seniors from Central College conducted 87
on a tour of your offices a few weeks ago; ever since 98
then, I have hoped that a vacancy might occur for 108
which I might qualify. I shall graduate ~~on May 30~~ June 3; 118
my class schedule, however, is such that I could work 129
afternoons from now until that date. 137

For this vacancy, you require someone who is both in- 148
terested in the work and qualified for it. The fact 159
that I am ~~a secretarial~~ an accounting major at Central College is 169
evidence of my interest in this work and the training 180
that I can bring to it. 185

With this letter I enclose a personal data sheet that 197
gives my qualifications in more detail. Won't you 207
please review it? If you will be kind enough to ~~tell me on the enclosed postal card~~ 217
when I might be given 230
a personal interview, I shall be grateful for the op- 241
portunity to apply for the position in person. 250

telephone me at TAlcott 1-4526 to let me know

Sincerely yours, 256

Richard E. Jordan
~~Pauline W. Lambert~~ 262

~~2~~ Enclosure~~s~~ 264

Letter 55

PERSONAL-BUSINESS BLOCKED LETTER
Paper: plain, full
Body: 187 words (and an attention line)
Review: page 61
Caution: line length shown is not right for pica or elite!

Manuscript 40

PERSONAL DATA RESUME
Paper: plain, full
Shown: in elite
Placement: center
Option: Prepare your own personal resume

Applicant: RICHARD E. JORDAN

Address: 1041 West 22 Street
Oak Park, Ill. 60301

Telephone: TAlcott 1-4526

Applying for: Junior Accountant

Date: March 21, 19—

A. PERSONAL DATA
1. Age: 22. I was born March 3, 19—.
2. Height: 5 feet 10 inches. Weight: 160 pounds.
3. Military status: Served 3 years in the Navy.
4. Marital status: Single, but engaged.
5. Residence: Live with parents.

B. PERTINENT EXPERIENCE RECORD
1. Maintained storekeeper records and payroll records during 1½ years of Navy duty.
2. Was cashier at Carson's (Chicago) on Saturdays and some evenings during last year of high school.
3. Was bookkeeper for a Junior Achievement Group during my first year at Central City College.

C. EDUCATIONAL RECORD
1. Graduated from Oak Park High School, May 29, 19—, after completing a college-preparatory course.
2. Will graduate from Central College on June 3, after completing the two-year accounting program.
3. Academic and skill achievement—
   a. Accounting: 15 semester hours, honor grades.
   b. Business machines: Can use all calculators.
   c. Typewriting: 60 words a minute (10-minute test).
   d. Filing and Systems: Completed 50-hour course.
4. Have ranked on Dean's list throughout college program.
5. Extracurricular activities—
   a. Served as business manager for college newspaper.
   b. Treasurer of my church's Youth Group.

D. REFERENCES
1. Dr. John K. Younger, Dean of Men, Central College, 6 North Michigan Boulevard, Chicago, Illinois 60607.
2. Mr. Richard Forbes, Manager, Men's Suit Department, Carson's, 1 South State Street, Chicago, Ill. 60607.
3. Mr. Adam Gerhold, Director, Oak Park Youth Guild, DeCook Court, Oak Park, Illinois 60301.

Form 49

JOB APPLICATION

Pages 237-238 of your workbook are a replica of a genuine employment application form. Fill it in completely with your personal data, as though you were applying for an office job.

Test 5-A

5-MINUTE WRITING ON PARAGRAPHS
Paper: workbook 241
Line: 55 spaces
Tab: paragraph 5
Spacing: double
Start: machine set, carriage at margin
Grade: box below
SI: 1.36—normal

LESSON

Progress Test on Part Five

125

Test 5

	(A)	(B)
POLICY ON REPETITION OF ADS		16
		18
The experts in the field of advertising find that	11	29
one question comes up time and again: Is it better to	22	40
repeat a good advertisement or to keep showing new ads	33	51
to the public? Our committee was asked to see whether	44	62
there is a reply to this question which would apply to	55	73
the basic products that we promote in our advertising.	66	84
RESEARCH		88
We found that a great many studies have been made	77	100
on this subject. We were able to review nine studies.	88	111
We regret to report that no study deals with a problem	99	122
quite like ours; each is concerned with some one phase	110	133
of the problem, and in no case is that phase quite the	121	144
same as any of those we face in our promotion program.	132	155
But put together, the studies add up to some help	143	167
for us. There is an interesting study on the best use	154	178
of color, for example. There is one on the space size	165	189
and two on the page position. There are other studies	176	200
dealing with the special problems of special products,	187	211
but there is none dealing with our repetition problem.	198	222
RECOMMENDATIONS		229
On the basis of our own researches and experience	209	241
in recent years, we should like to suggest that future	220	252
displays for our main products include these features:	231	263
1. Let us standardize on the color that we use in	242	275
all ads that involve the use of color; the color to be	253	286
selected should also be used in our product packaging.	264	297
2. Let us design and use a uniform signature line	275	309
for all our ads, no matter where they appear, in order	286	320
that we may pound home our name and our new trademark.	297	331
In other regards (including when to repeat an ad,	308	343
when to write a new one, and so on), we feel that mem-	319	354
bers of the promotion team should be left a free hand.	330	365
Harold Harms (Sales); Martha Holder (Production);		378
George Blane (Promotion); John Hess (Agency), Chairman		392

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11

5-MINUTE SPEED WITHIN 3 ERRORS*

50-up wam ..... A
45-49 wam ..... B
35-44 wam C
30-34 wam ..... D

* If more than 3 errors are made, compute the speed on what is typed before the fourth error.

Test 5-B

Manuscript 41

5-MINUTE WRITING ON COMMITTEE REPORT
Paper: workbook 242
Spacing: SINGLE
Line: 6 inches
Top margin: 8 lines
Start: machine set, carriage centered
Grade: box above
SI: 1.42—normal

If it is not feasible for you to do Tests B-C-D as timed writings, then type each task separately and fully (10-minute limit on each) and grade your work on the adjacent scales.

PENALTY SCALE

—3 for each major error (top margin, line length, line-spacing, general correctness of form, etc.)
—2 for each minor error (blocking, aligning, centering, indenting, etc., of individual parts of the job)
—1 for each typographical error

GRADING SCALE

0-1 PENALTY ..... A
2-3 PENALTY ..... B
4-6 PENALTY C
7-8 PENALTY ..... D

Test 5-C
Letter 56

SEMIBLOCKED LETTER WITH SPECIAL DISPLAY
Paper: workbook 243
Body (with postscript): 184 words, plus centered subject line
Tab: paragraph 10,
Date, closing: as in Illus. 10, page 172
Start: machine set, carriage at the date
Grade: box below
SI: 1.43—normal

Miss Jeanette F. Baur | Weston's Department Store | 1300 Stonewall Street | Macon, Georgia 31202 | Dear Miss Baur: | [*subject line:*] IT'S TIME TO PLAN FOR HAWAII! | 19 31 52

Are you going to be one of the 1,000 members of the National Retail League who come to Hawaii for the convention in August? We hope you are! Hawaii is beautiful at any time of the year, but in August it simply shines with flowers and sunlight and splashing whitecaps off Waikiki—a perfect place for holidays, and a perfect place for conventions, also. 66 79 92 105 119 125

If you wish to be at The Lanai Waikiki, where your convention is to be held, you need to reserve your room long in advance. Hawaii is a busy place in the summer, with few rooms available (with a view of Diamond Head, that is!). We should be pleased to reserve one for you now, if you wish; the enclosed leaflet gives you the details about room sizes, the rates, the deposit, and so on. 138 152 165 178 191 204

Cordially yours, 218

THE LANAI WAIKIKI 242
Ruth Soong Ki, Reservations 263

Notations 266

P. S. Most visitors who come here find Hawaii so lovely that they stay over for a longer holiday. Should you decide to do so, we should be pleased to assure you the same low rates you will enjoy during your convention stay. 279 293 306 313

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13

5-MINUTE SPEED WITHIN 3 ERRORS*
50-up wam ..... A
45-49 wam ..... B
35-44 wam C
30-34 wam ..... D

* If more than 3 errors are made, compute the speed on what is typed before the fourth error.

Test 5-D
Forms 50-54

5-MINUTE TIMING ON PAYROLL VOUCHER CHECKS
Forms: workbook 244-246
Start: machine set, form inserted to first entry
Grade, errorless copies:
5 forms done .... A
4 forms done .... B
3 forms done C
2 forms done .... D

PAYROLL REGISTER

NO.	NAME	INCOME TAX EXEMPTION	GROSS PAY	DEDUCTIONS I.T.W.	F.I.C.A.	GROUP INSURANCE	MISC.	TOTAL	NET PAY
1	Caswell, Ruppert G.	3	151 30	13 20	6 05	2 18		21 43	129 87
2	Fordyce, J. Elliot	1	124 55	18 10	4 98	83	1 94	25 85	98 70
3	Gordon, Elizabeth D.	1	142 50	20 90	5 70	1 50		28 10	114 40
4	Klein, Mark L.	2	110 70	10 70	4 43	57	1 94	17 64	93 06
5	Preston, Henry K.	2	165 00	20 60	6 60	1 80		29 00	136 00
6									
7									
8									
9									
10									

Use above data for payroll voucher checks J162-J166 for these five persons.

6

SKILL BUILDING • PROBLEM LETTERS • FINANCIAL TABLES • LEGAL PAPERS

LINE: 70
TAB: 5, CENTER
SPACING: SINGLE
DRILLS: THREE TIMES
STRESS: MAINTAINING HAND POSITION
GOAL: BOOST SKILL AND IMPROVE CENTERING

Unit 21. Skill Development

LESSONS
126–127

Skill Drive

126-A. Each line three times, or a half-minute writing on each line Repeat in Lesson 127.

126-A. Tune up on these reach-review lines

1 The boy did not see the two big men who hid the box for us.
2 Vic quickly mixed the frozen strawberries with grape juice.
3 The 10's, 28's, 39's, 47's, and 56's are the pair patterns.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

126-B. If you make more than 3 errors, your goal in Lessons 126-127 is ACCURACY. If you make fewer errors, then your goal should be SPEED.

126-B. Inventory your present rate of skill

Type the first two paragraphs on page 194 (or take a 5-minute writing on them), pressing your skill to its utmost—as though your employer were standing behind you, listening and watching you.

126-C. Type to your goal. ACCURACY: the group of lines three times. SPEED: each line three times.

126-C. Increase skill via alternate-hand words

4 lament throw sight soaps their usual whale throe gowns goal
5 eighty girls blend fight firms forms sighs usury angle with
6 usurps throb right ivory lairs giant gland towns blend pals

126-D. If you do this correctly, a "white stripe" will appear down the center. First, however, read paragraph 2, page 194.

126-D. Concentrate via a touch-centering drill

Tab the carriage to the center, then type three copies of this display *without raising your eyes.* Use the tabulator to reposition the carriage for backspace-centering each line.

THE ERA OF GOOD HUMOR	21
A New Novel	33
by John Harris	49
Just Off	58
Press Today	70

126-E. Type to your goal. ACCURACY: the group of lines three times. SPEED: each line three times.

126-E. Increase skill via downhill run of preview words

7 especially technique standard display expert paper also the
8 characters dangerous midpoint nothing stands known what you
9 therefore, backspace starting caution spaces every when the

126-F. If you do this correctly, the letter D in each line will align. First, however, read paragraph 3, page 194. NOTE: Italicized words must be underscored when they are copied.

126-F. Concentrate via a touch spread-centering drill

Tab the carriage to the center, then type three copies of this display *without raising your eyes.* Be sure to spread-center each line.

FORDHAM	8
WEST DENVER	22
SAN DIEGO	33
STANDMONT	45

126-G. Type to your goal. ACCURACY: the group of lines three times. SPEED: each line three times. Try to avoid pausing at the vertical lines.

126-G. Increase skill via preview phrase drills

10 that help|will find|turn out|you must|when the|all the|is a
11 line that|each time|also the|and thus|that you|tap the|do a
12 must also|left over|once for|yet this|must not|the one|or a

126-H. Repeat 126-B to measure your progress

Lines end evenly on a 70-space line. See also page 197.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

HORIZONTAL CENTERING

Of all the techniques that help a typist turn out a lot of work, especially when the work involves any display, the most useful one is centering; this technique is also the one that you will find the most dangerous, for nothing stands out so clearly as the mark of an office amateur as a word or line that should be centered but is not. Expert centering, therefore, is an art that merits a great deal of practice.

BACKSPACING METHOD

CENTERING

The standard steps by which a typist may center a line or a word horizontally are, of course, well known: You set the carriage at the midpoint of the paper, you press the backspace key once for every two characters or spaces in what you must center, and thus you attain the starting point for typing the line or word. The one caution you must exercise is what you do when you have a single letter left over after backspacing for the pairs: You must not backspace for such a letter.

THE MENU

THE MENU

Once in a while the words to be centered must also be spread; in instances of this nature, you separate letters by one blank space and separate words by three blank spaces. To center such a line, you may proceed in the basic way if you wish, calling off a space after every character that you name in calling the pairs of strokes for which you backspace; but it will dawn on you that naming the space each time is unnecessary, and after that you will use the shortcut: You will just backspace once for each stroke, except the last letter, that the line normally would fill if it were not spread. The last letter has to be excepted, for it's not followed by the space it needs to make a pair.

SPACE BAR METHOD

JOHN HALE123456

123JOHN HALE456

John Hale

But there is another way to center which is very useful and will sometimes work better than the basic way. What you do is to set your carriage at the beginning of the space in which you are to center the material; tap the space bar once for each stroke in the words you are centering; and continue tapping the space bar to the end of the space available, counting the strokes to see how many spaces are left over. Dividing your leftovers in half tells you how much the copy has to be indented if it is to be centered within the space you have available.

NAME
John Hale Tom Smith

AFFIDAVIT

John Hale
Vice-President

This method may be used on many occasions. It is efficient, for example, if you must center a heading or title between two margins of unequal width, or a column within a ruled space, or a title below the typewritten name at the end of a letter, or names below the rules for signatures on a legal paper, and so on. If your backspace key is not operating correctly, you can always use this method as a reserve one.

SI 1.35—easy-normal

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

127-A. Type to your goal. ACCURACY: The group of lines three times. SPEED: Each line three times.

127-A. Build skill on bounce-back preview words

13 ava available exe exercise ele element olo follow eve never
14 ici efficient ara separate wkw awkward ete letter pap paper
15 ara character ivi dividing ese reserve ata attain ere where

127-B. Read and apply:

CENTERING SHORTCUT

Midpoint of ruled line or open area: Average (add; then, divide by 2) scale points where area starts and ends; as, 10+70=80÷2=40. If there is a fraction, count it a whole; as, 10+75=85÷2=42½ =43, centering point.

127-B. Concentrate via a special centering drill

PRACTICE 1. Type six periods, one under another, at 20 and 60. Then center the indicated items, using the space bar (see paragraph 4, on page 194).

PRACTICE 2. Type six periods, one under another, at 20 and 70. Then center the same items by backspacing from the midpoint (see box in column at left).

Center your name
Your instructor's name
Name of your school
Your class period
Your city and state
Today's date

127-C. Type to your goal. ACCURACY: The group of lines three times. SPEED: Each line three times. Stress an even pace.

127-C. Build skill on preview words ending in -ING

16 ing operating ing dividing ing tapping ing heading ing ings
17 ing beginning ing counting ing calling ing marking ing ings
18 ing centering ing starting ing spacing ing finding ing ings

127-D. Since what you do here is quite similar to what you did in 127-B, you should be able to do these two exercises in 2 minutes or less each.

127-D. Concentrate via a special centering drill

PRACTICE 3. Type six underscore lines, double spaced, from 25 to 75. Center on these lines the data in 127-B. Use the space-bar method (paragraph 4, page 194).

PRACTICE 4. Type six underscore lines, double spaced, from 5 to 50. Center the same data on these lines by the backspace method (see box in directions column again).

127-E. Type to your goal. ACCURACY: The group of lines three times. SPEED: Each line three times. Type evenly; avoid any stalls and any spurts.

127-E. Build skill on compound preview words

19 avail able available available; short cut shortcut shortcut
20 some times sometimes sometimes; mid point midpoint midpoint
21 back space backspace backspace; left over leftover leftover

127-F. Type to your goal, as you did in 127-E. Do your utmost to hold your rhythm constantly steady.

127-F. Build skill on double-letter preview words

22 LL horizontally CC occasions LL followed PP tapping EE need
23 TT typewritten FF efficient NN beginning LL calling SS less
24 NN unnecessary LL especially RR carriage EE proceed LL fill

127-G. Type to your goal, as in the preceding exercises. Do not let yourself falter or slow down on the double-reach combinations or words.

127-G. Build skill on double-reach preview words

25 HN techniques ED proceed RG margin FT after MU must NY many
26 RT shortcut UN unequal RV reserve RT expert CE once HU thus
27 DE indented CE practice TR strokes LO below FT left MU much

127-H. GOAL: Maximum speed within 3 errors. Remember to listen for the end-of-line bell.

127-H. Measure your skill improvement

Type the last two paragraphs on page 194 (or take a 5-minute timing on the last three paragraphs) to measure your improvement.

LINE: 70
TAB: 5
SPACING: SINGLE
DRILLS: THREE TIMES
STRESS: ELBOWS IN AND WRISTS DOWN
GOAL: BOOST SKILL, IMPROVE CENTERING

LESSONS

128–129

128-A. Tune up on these reach-review lines

128-A. Each line three times, or a half-minute writing on each line. Repeat in Lesson 129.

1 She said that Kent told them both that they must work hard.
2 Jim knew the buzzing talk could vex my quiet old professor.
3 The pair patterns of 10, 28, 39, 47, and 56 will total 180.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

128-B. Inventory your present rate of skill

128-B. If you make 3 or more errors, your goal in Lessons 128-129 is ACCURACY; otherwise your goal is SPEED.

Type the first three paragraphs on page 197 (or take a 5-minute writing on the page), pressing your skill to its utmost—as though you were in a speed-and-accuracy contest and were ahead of the others.

128-C. Increase skill on runs of two-letter words

128-C. Type to your goal. ACCURACY: The group of lines three times. SPEED: Each line three times. Try to avoid pausing at the thin vertical lines.

4 report on it which of us have to do when it is to one of us
5 expect to be since it is much as we have to be at see if it
6 wonder if it would he be sent to us most of it is can it be

128-D. Concentrate via a special centering drill

128-D. Clear tabs. Set one every 13 spaces. Copy the "typewritten" lines; then, center under each word the entry given in regular print. Use the arithmetic method (paragraph 2, page 197), ignoring all fractions.

7 EXPENSE	AMOUNTS	MANAGER	BUREAUS	PERCENT
10%	10.00	Jones	Eastern	19.1%
8 DIVISION	LOSS	NUMBERS	PROFIT	TOTAL
Budget	$1,000	41,200	(None)*	381.14
9 BRANCHES	SALES	TERRITORY	DATE DUE	RESULTS
Chicago	$1,477	Southern	May 2	-137

128-E. Increase skill on runs of three-letter words

128-E. Type to your goal, just as you did in 128-C. Type slowly (even lazily) the first time through, but then speed up; hold rhythm constant, even.

10 filled the one think you are which may not went out for the
11 looked for his tried the new since the one must ask him why
12 better for our which our men write out the will you get our

128-F. Concentrate via a special centering drill

128-F. Type three lines consisting of 20, 19, and 18 underscores and repeat a triple space below; then, center the names of the months as shown, above and below.

13 January	February	March
April	May	June
14 July	August	September
October	November	December

128-G. Build skill on one-hand-run preview words

128-G. Type to your goal. ACCURACY: The group of lines three times. SPEED: Each line three times. Don't pause; keep going as smoothly as you can!

15 difference remember however shorter easier faster only fact
16 characters millions dressed similar spaces common easy case
17 separately subtract readily awkward column locate link bars
18 determines planning exactly started simple center sets upon

128-H. Repeat 128-B to measure your progress

Lines end evenly on a 70-space line. See also page 194.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

COUNTING METHOD

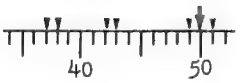
Most of the times when you must center something, you can do the centering with the backspace key or the space bar; but there are some occasions when you will find it easier, in the long run, to count the characters and spaces in the problem and solve it by easy arithmetic.

LESSON 1234 ASSIGNMENT
LESSON ASSIGNMENT

If a column heading is four spaces narrower than its column, for example, you do not have to use the backspace key or the space bar to determine that the heading should be indented two spaces; in any such situation, it is easier to count the spaces and split whatever is the difference than it is to avoid the simple bit of arithmetic involved.

THREE SHORTCUTS

With so much centering to be done even in routine work, it is no surprise that typists have invented shortcuts and rules of thumb that speed up the task of centering in some cases. Here are some of them.



The most common aid to centering is adjusting the paper guide so the center of the paper will fall at a point that is easy to remember and is easy to locate. If you are one of those who has set his paper guide so that the center of your paper will fall at 50, you would not even know that this is a shortcut. But there are millions of typists who still set the paper guide to align with zero on the linescale, so that the midpoint of their paper falls at an odd number like 42 or 43 or 51, which do not appear as numbers on the scale and so are readily confused with 37 and 38 and 49, and which are difficult to add to and subtract from when planning margins. Using 50 or 60 as the centering point is a great deal surer and faster; so it is a shortcut, you see.

~~SALES~~ ESTIMATED
~~BUDGET~~ EXPENSES

SALES ESTIMATED
BUDGET EXPENSES

SALES ESTIMATED
BUDGET EXPENSES

One of the awkward problems is what to do with a two-line column heading when one line is only one space shorter than the other. Now, if each line is centered separately, sometimes the left-over space is on one side and sometimes it is on the other, depending on the number of strokes in the two lines; but most typists now ignore this trivial difference, saving time by centering the longer one and then blocking the shorter line with the start of the longer one. Worth mentioning, however, is the fact that some machines now have a half-space key for use if the work must be dressed up. If you hold down this key as you tap a letter key, the letter appears half a space to the right. This key permits exact centering that is grand to see but very slow to do.

Allocation
--$1,000--
2,500

Allocations
$1,000
---2,500---

In a similar vein, typists now use the dollar sign as a flexible point in centering a money column under its heading. If counting the dollar sign as a part of the column width will make centering easier, then count it; otherwise, do not count the dollar sign in the column. This is a shortcut that will save time in every money table you type!

SI 1.34—easy normal

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

129-A. Type to your goal. ACCURACY: each line two times, then repeat lines 19-21 two more times. SPEED: each line two times; then, repeat lines 22-24 two more times. Don't let the one-hand runs in 19-21 make you break rhythm, and don't let the rhythm of 22-24 speed you up so much that you make a lot of errors!

129-A. Increase skill via weighted sentences

19 You were off base, in my opinion, when you gave Lou a pony.
20 Philip drove my car carefully uphill but sloppily downhill.
21 Dad gave Molly a fat pumpkin at breakfast, as a funny joke.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

22 Joe's squad never quits until their sales reach their goal.
23 How soon will your boys come back here from that long trip?
24 Why did the boy cut the top off the new box you got for us?

129-B. These drills would be very easy to do on a machine with a half-space key; but you might not always have a machine with such a key—so "do it the hard way," as it is described here. Half-spacing is worth the effort only when the display is brief or the paper is very important. See paragraph 5, page 197.

129-B. Concentrate via a half-space centering drill

To type a character in half-space position, (1) set the carriage at the following full space; (2) press the left end of the carriage until the printing-point indicator is at half position; then, (3) tap the appropriate key with the free right hand.

ONE
FOUR
THREE
FIVE
ELEVEN

Practice on this numbers exercise and then copy the adjacent display.

129-C. Type to your goal. ACCURACY: type the seven lines, as though they were a paragraph, three times. SPEED: type each twice, then repeat lines 28-31 twice more each. Don't let the one-hand words in 25-27 make you slow down or sway, and don't let the ease of the alternate-hand words in 28-31 speed you up so much you jam your keys!

129-C. Increase skill on patterned word drills

25 ages hymn sags jump drag kink fads look grab hulk drag junk
26 quart plump sweat plunk eases hilly reset phony tread jolly
27 crazed limply extras oniony exceeds opinion dredger million

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

28 quantity element island panel girls quake blend shake works
29 sight ivory tight bland fight chair eight furor right cocoa
30 also both city dusk end, fuel goal hand isle jams keys name
31 oaks pair quay risk such tick urns vial when six, flay doz.

129-D. Type to your goal. ACCURACY: type the three alphabetic sentences in 32-34 three times each and the alternate-hand sentences twice. SPEED: all lines twice, and then repeat 35-37 twice more.

129-D. Increase skill on patterned sentences

32 Why did Professor Black give you a quiz on the major taxes?
33 Bill gave a quick jump as the zebra and lynx fought wildly.
34 Jacqueline was very glad the day her film took a prize box.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

35 Keith may wish to make oak handles for the six giant signs.
36 She is so busy with big problems that she might not aid us.
37 If the girl makes a sign for them, it is their duty to pay.

129-E. GOAL: Maximum speed within 3 errors. Remember to listen for the end-of-line bell.

129-E. Measure your skill improvement

Type the last two paragraphs on page 197 (or take a 5-minute timing on the last three paragraphs) to measure your improvement.

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: THREE TIMES
STRESS: KEEPING EYES ON THE COPY
GOAL: BOOST SKILL ON THE TOP ROW

LESSONS

130–131

Figures Drive

130-A. Tune up on these reach-review lines

130-A. Each line three times, or a half-minute writing on each line. Repeat in Lesson 131.

1 The rifleman got eight big ducks at the lake for the girls.
2 Five or six new jet planes quickly zoomed by the big tower.
3 The 10's and 56's are harder to type than 28's, 39's, 47's.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

130-B. Measure your skill on this technical paragraph

130-B. Type one copy in 2 minutes or less time. If you make more than 2 errors, your goal is accuracy; 2 or fewer, your goal is speed.

When you proofread, make a list of every number you mistype.

SI 1.41—normal, with all digits and letters

4 The Post Office Department of each region includes 250 12
zones, with 250 zone branches. Each region has 148 special 24
men trained to handle lost parcels and 63 more who are kept 36
busy with dead letters. The 1964 annual report showed that 48
22,737,478 letters and 906,437 packages had been delivered. 60
These figures scored quite a jump, about 8.83 percent, over 72
those of 1960, which had been exactly the same as for 1955. 84
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

130-C. Improve your control of the number keys

130-C. Type to your goal:

ACCURACY: The lines as a group three times, then repeat once more lines that concentrate on a number you missed.

SPEED: Each line three times, plus once more if it concentrates on a number key you missed.

5 3 9 33 39 93 99 333 339 393 399 933 939 993 999 3,939 9,393
6 2 8 22 28 82 88 222 228 282 288 822 828 882 888 2,828 8,282
7 4 7 44 47 74 77 444 447 474 477 744 747 774 777 4,747 7,474
8 5 6 55 56 65 66 555 556 565 566 655 656 665 666 5,656 6,565
9 1 0 00 01 10 11 001 010 011 100 101 110 111 101 1,010 1,110

130-D. Improve fluency in typing numbers

130-D. Type to your goal:

ACCURACY: The group of lines three times.

SPEED: Each line three times consecutively.

10 we 23 24 25 26 27 28 up 70 71 72 73 74 or 94 95 96 97 98 99
11 ow 92 93 94 95 96 97 it 85 86 87 88 89 ye 63 64 65 66 67 68
12 wet 235 236 237 238 tie 583 584 585 586 rip 480 481 482 483
13 out 975 976 977 978 ere 343 344 345 346 wry 246 247 248 249

130-E. Speed up with pair-pattern sentences

130-E. Type to your goal as you did in 130-D.

14 You should be able to type 10, 28, 39, 47, and 56 fluently.
15 Cars 10 and 28 raced at 1:00; Cars 39 and 47 raced at 1:56.
16 Joe sold 1028 clips, 3947 pens, and 5610 tablets yesterday.
17 They won the games 56 to 47, then 39 to 28, then 100 to 56.
18 I filled Order No. 1028, Order No. 3947, and Order No. 566.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

130-F. Repeat 130-B to measure your progress

130-F. Precede retyping the paragraph in 130-B by typing twice every line in which you made an error the first time.

131-A. After tuning up by repeating 130-A, do drills 24-25, below, once or twice, so you can make brackets expertly. Then type a double-spaced copy of this exercise on a 50-space line; try to finish the copy in 2 minutes or less. If you make more than two errors, your next goal is to be ACCURACY; otherwise, it's SPEED.

SI 1.39—normal

NOTE: Constructing the bracket counts the same as typing 3 words.

131-A. Measure your skill on this technical paragraph

19 TWO FRACTION FACTS 11

12

(1) If a sentence contains a number of frac- 22
tions, one of which has to be built because it is 33
not on the machine, then build all the fractions. 44

(2) If a mixed number contains a built frac- 54
tion /¯like 48 3/5/, leave one blank space between 70
the whole number and the fraction that you built. 80

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

131-B. Type to your goal.

Reset your machine for a 60-space line and for single spacing. You'll have to look up when you construct the brackets.

ACCURACY: Type each pair of lines, as pairs, two times; and then once more if they focus on a symbol with which you had trouble in 131-A.

SPEED: Type each line two times consecutively, and once more if it is focused on a symbol key with which you had any difficulty in 131-A.

131-B. Improve your control of symbol keys

20 ;/; /// 1/3 and/or 1/5 and/or 1/6 and/or 1/7 and/or 18 1/9.

21 We gave 1/3 of it to John, 1/6 to Ralph, and 1/2 to Edward.

22 _ _ tea rub arc end off lug ash ink awl arm won too sip our

23 You must get around very soon to reading Call of the Yukon.

24 Left: / _ / / / ¯ / / / / / Right: _ / _/ _/ ¯ / / / / _/ _/

25 /¯bracket/ /¯one/ /¯two/ /¯three/ /¯four/ /¯five/ /¯seven/ /¯eight/

26 191 1(1 ;0; ;); (parentheses) (one) (two) (three) (sixteen)

27 Try to type (1) rapidly, (2) accurately, and (3) correctly.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

131-C. Type three copies (or, take three 1-minute writings). GOAL: To finish within 1 minute and within 1 error.

SI 1.00—very easy

131-C. Regain stride on an easy paragraph

28 Now and then the best of us find that we get tired of, 12
or bored with, the chores we have to do day in and day out. 24
Right then, when we are tired or bored, is the time when we 36
must dig in and work so much the more, just to show that we 48
can, if we must, take it on the chin and stand to the test. 60

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

131-D. Type to your goal.

ACCURACY: Lines 29-31 four times each; then, lines 32-34 twice each.

SPEED: Lines 29-31 two times each, then lines 32-34 four times each.

Or, take 1-minute timed writings (lines 29-31, for accuracy; and lines 32-34, for speed gain).

131-D. Stabilize your skill via selective practice

29 Zeke quietly placed five jumping hares in the new grey box.

30 Six reports were quickly given the amazed audience by Jeff.

31 Liza quit her new job, packed six bags, and moved far away.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

32 I am to go to work for the audit firm by the eighth of May.

33 Lena is busy with the big signs for the social; so is Jane.

34 The girls may make a big profit for the chapel by the lake.

131-E. Repeat 131-A.

131-E. Confirm and boost your progress

LINE: 50
TAB: 5
SPACING: SINGLE, BUT DOUBLE IN 132-C
GOAL: APPLY SKILL TO TWO-PAGE LETTERS
STRESS: CONTINUITY
DRILLS: THREE EACH

Unit 22. Correspondence

LESSONS
132–133
Two-Page Letters

132-A. Recall skill by taking two ½-minute timings on each line. Repeat in Lesson 133

132-A. Tune up on these easy review lines

1 The man who got the job said you did not want it.
2 Quietly pack the crate with five dozen gum boxes.
3 Take 10 and 28 and 39 from 47 and 56 to get what?
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

132-B. Type to your goal:

ACCURACY: Three copies of lines 4-7 as though they were a paragraph.

SPEED: Three copies of each line, consecutively.

132-B. Increase skill on an acceleration preview

4 justify squeeze second signer person chance extra
5 sheet paper dozen trap; let's most fall long page
6 more pack does into each look now and one two any
7 has who one the his get had our or so it if to us

132-C. Steps to take for developmental effort:

1. Scan the copy, just to see what it says.
2. Select the hardest line in each paragraph; type them three times.
3. Take a 5-minute timed writing, pausing for a 10-second rest after each minute; or, type one copy, pausing to rest after you finish each paragraph.
4. Take a 5-minute timed writing, without rests; or, type one copy, without pausing for any rests.

GOAL: To finish the copy within 5 minutes and with 3 or fewer errors.

SI 1.34—fairly easy

132-C. Sustain skill on alphabetic paragraphs

8 Most of us fall into the trap, now and then, 10
of trying to squeeze on one page a letter that is 20
long enough to justify using two pages. Somehow, 30
we begrudge the extra sheet of paper or the dozen 40
or so seconds involved in inserting one more pack 50
of paper and typing a heading on the second page. 60

9 Well, let us not fall into any trap; rather, 70
let's look for each chance to stretch our letters 80
into two pages. Think of the person who gets the 90
letter. In one hand he holds a letter that is so 100
filled that the signer had to squeeze his name to 110
get it in. In the other hand he holds our letter 120
that has generous margin space and that runs over 130
to an extra page. Which letter will impress him, 140
will please him, will make him feel that the sub- 150
ject of the letter merits his thoughtful reading? 160

10 "When I see a letter that is squeezed," said 170
a business acquaintance of mine, "I get a feeling 180
that the writer is going to put a squeeze on me." 190
This is mere hokum, of course; but it does reveal 200
that the allover appearance of a letter does make 210
a general impression that can prejudice, for good 220
or for bad, the mind of the reader even before he 230
starts to read. The investment of an extra page, 240
plus a few seconds, can pay rich dividends to us. 250
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

132-D. Type Letter 57 on workbook page 251. Use plain paper for the continuation pages.

132/133-D. Apply skill to two-page letters

Study Letter 57 carefully, then type it and Letters 58-59.

Two-Page Letter

IN THE VERY, VERY FLEXIBLE

Blocked Style

Arranged in Paragraph-Enumeration Form

Letter 57

TWO PAGES, BLOCKED
Shown: in pica
Paper: workbook 251
SI: 1.33—fairly easy

May 3, 19--

Mr. John Reed Carr
Director of Training
Parke and Wells, Inc.
1209 Washington Avenue
St. Louis, Missouri 63158

Dear Mr. Carr:

This two-page letter illustrates the guidelines for letters that take more than one page:

1. The line length and top margin are the same as for a long letter. The typist uses a 6-inch line of writing; types the date on line 15 or 2 lines below the letterhead, whichever is lower; and drops 5 lines to begin the inside address.

2. The bottom margin of page 1 should be 7 or 8 lines deep, so that it will be slightly broader than either side margin; but it can be as many as 10 lines deep or as few as 5.

3. At least two lines of a paragraph should be typed at the foot of page 1 and at the top of page 2. If a paragraph has three lines, they should all appear on one or the other page.

4. Page 1 is typed on a letterhead; page 2 is typed on plain paper of the same quality as that used for the letterhead.

5. Page 2 and each additional page should have a heading so complete that it would identify the page if it were detached from the rest of the letter. The heading should include the name of the addressee, the page number, and the date.

6. The usual arrangement of the page-2 heading is to arrange the name, page number, and date in three lines blocked at the left margin. The three items may, however, be displayed in one line across the page, with the name at the left, the date at the right, and the page number centered between them.

First Page of a Two-Page Business Letter in Blocked Form

Mr. John Reed Carr
Page 2
May 3, 19--

7. The page-2 heading is begun on line 7, leaving 6 lines in the top margin. Two blank lines are left between the heading and the material that follows it.

8. The second page of an interoffice memo addressed to one or two persons is given a heading like that of a letter; but if there are more addressees, give the subject of the message (as, Personnel Order No. 8) instead of listing all the names.

I hope that this information resolves your problem, Mr. Carr. Is there any other help I can offer?

Yours very sincerely,

William R. Rice
Training Consultant

urs

Second Page of a Two-Page Business Letter in Blocked Form

Letter 58

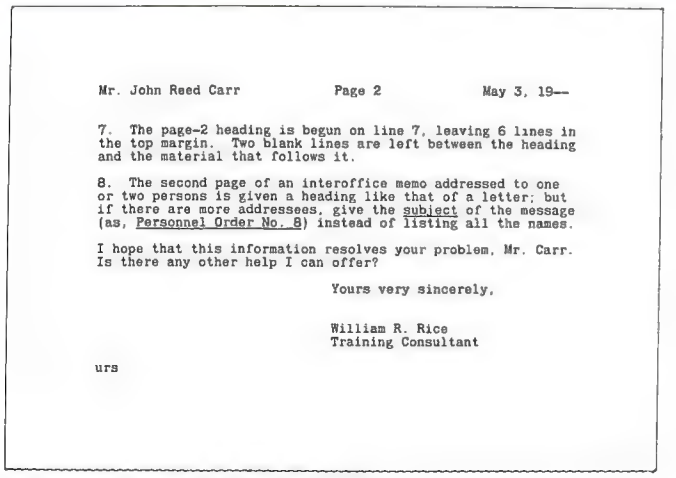
LETTER, PAGE TWO
Paper: plain
Words: 113

Arrange the page-2 material above in the alternate form shown in the illustration below.

Letter 59

MEMO, PAGE TWO
Paper: plain
Words: 90

Arrange the material above (delete closing paragraph) as page 2 of a memo, as illustrated below.


Mr. John Reed Carr Page 2 May 3, 19--

7. The page-2 heading is begun on line 7, leaving 6 lines in the top margin. Two blank lines are left between the heading and the material that follows it.

8. The second page of an interoffice memo addressed to one or two persons is given a heading like that of a letter; but if there are more addressees, give the subject of the message (as, Personnel Order No. 8) instead of listing all the names.

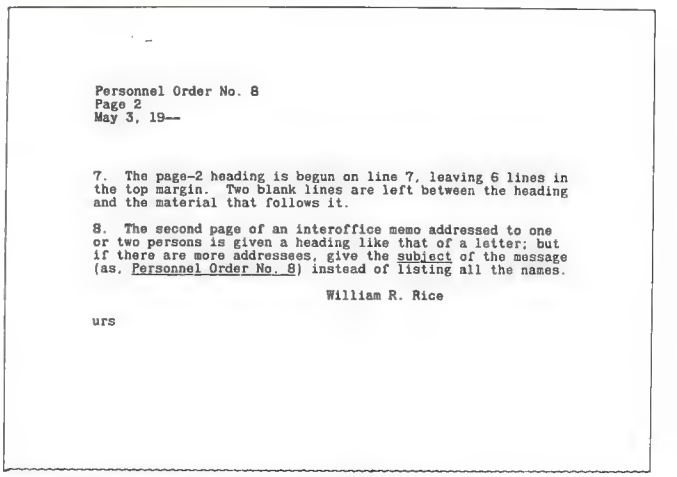
I hope that this information resolves your problem, Mr. Carr. Is there any other help I can offer?

Yours very sincerely,

William R. Rice
Training Consultant

urs

Page-2 letter heading, alternate style


Personnel Order No. 8
Page 2
May 3, 19--

7. The page-2 heading is begun on line 7, leaving 6 lines in the top margin. Two blank lines are left between the heading and the material that follows it.

8. The second page of an interoffice memo addressed to one or two persons is given a heading like that of a letter; but if there are more addressees, give the subject of the message (as, Personnel Order No. 8) instead of listing all the names.

William R. Rice

urs

Page 2 of a memo, with subject heading line

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: THREE EACH
GOAL: MASTERY OF STATIONERY
STRESS: ALERTNESS TO DIRECTIONS

LESSONS

134–135

Letterheads

134-A. Tune up on these easy review lines

134-A. Lines three times or two ½-minute timings on each line. Repeat in Lesson 135, as well.

1 He paid the widow for the enamel emblem he got for his pal.
2 Jack quietly gave some dog owners most of his prize boxers.
3 we 23 24 25 26 up 70 71 72 73 or 94 95 96 97 it 85 86 87 88
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

134-B. Increase skill on an acceleration preview

134-B. Type to your goal.

ACCURACY: Three copies of lines 4-7 as though they were a paragraph.

SPEED: Three copies of each line consecutively.

4 "standard" different measures quarter expert (and) that may
5 "official" tailoring smallest shallow length width work for
6 stationery "monarch" printing offices adjust sizes five and
7 "baronial" longways; balanced inches; eleven eight half off

134-C. Increase skill on developmental paragraphs

134-C. Change to double spacing; follow steps:

1. Scan the material.
2. Select the hardest line in paragraphs 8, 9, and 10; type those three lines three times.
3. Take a 5-minute timed writing, pausing for a 10-second rest after each minute; or, type one copy, pausing to rest after you finish each paragraph.
4. Take a 5-minute timed writing, without rests; or, type a copy without pausing for any rests.

GOAL: To finish the copy within 5 minutes and with 3 or fewer errors.

SI: 1.33—fairly easy

8 The person who wants to be a true expert in the typing 12
of letters has to learn how to adjust his placement plan to 24
fit the kinds of stationery with which he may need to work. 36

9 There are four sizes of stationery. The one used most 48
widely is the "standard" one, eight and a half inches wide, 60
eleven inches long. Trim a half inch off the width and the 72
length of that size, to get a sheet that is eight inches by 84
ten and a half inches, and you get the "official" size used 96
by most government offices and the armed forces. Trim down 108
that width to seven and a quarter inches; now what you have 120
is called "monarch" size. The smallest sheet is "baronial" 132
size, which is half a standard sheet turned longways. This 144
measures five and a half inches by eight and a half inches. 156

10 Adding to the problem is the fact that the printing on 168
the paper may be in many different designs. The letterhead 180
may be shallow or may be deep; it may be loaded on one side 192
or balanced in the middle. Even a standard sheet has to be 204
treated as a narrow one if it has a long list of offices or 216
something else taking an inch or more of space on one side. 228

11 So the typist must (and will, if he is as wise as you) 240
learn all he can about tailoring letters to his stationery! 252
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

134/135-D. Learn how to tailor letters to stationery

134-D. The six letters will make a booklet if you use workbook pages 253-258 or paper marked and cut to simulate the illustrated stationery.

Read the next two pages; then type the problem letter correctly for each of the six letterheads described. GOAL: to produce each copy within 4 minutes and 3 errors after the machine is adjusted.

Huffman-Stewart Inc.

MINING MANUFACTURERS BUILDING • KANSAS CITY, MO

John Ragan Fisher
Sales Manager

May 4, 19—

Mr. Edward L. Kingsport
The J. K. Hauser Company
7376 Grant Avenue
Cleveland, Ohio 44102

Dear Mr. Kingsport:

We should like to invite an estimate for production of 10,000 copies of our next price list. A copy of our present list is enclosed to illustrate the size and mechanical features of the publication.

We shall have the manuscript and pictures ready for the new price list by the first of June. We require delivery of the new edition prior to September 15. We assure prompt handling of all proofs. Your cost estimate should include the costs for all printing, composition, engraving, paper, and delivery to us.

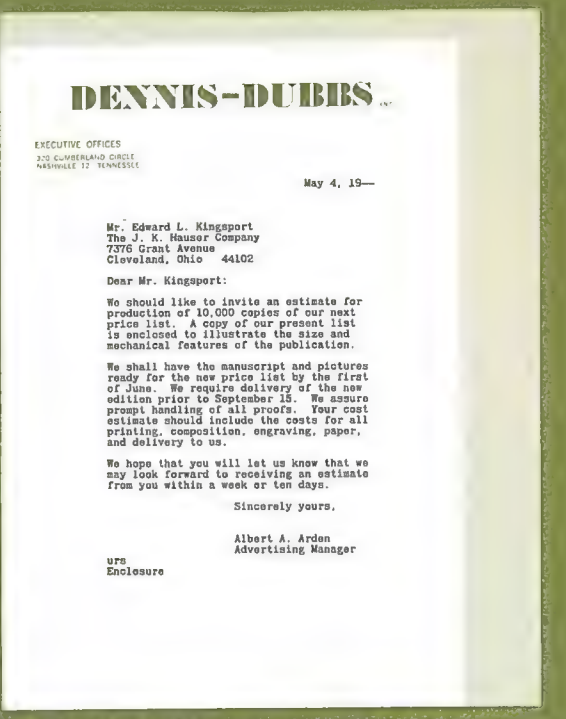
We hope that you will let us know that we may look forward to receiving an estimate from you within a week or ten days.

Sincerely yours,

Albert A. Arden
Advertising Manager

urs
Enclosure

LETTER 60: BARONIAL stationery . . . 5½ by 8½ inches . . . accommodates up to 125 words on 4-inch line only . . . longer letters require second page . . . date goes on line 9 or 10 . . . address begins 4 lines below the date.



DENNIS-DUBBS, INC.

EXECUTIVE OFFICES
320 CUMBERLAND CIRCLE
NASHVILLE 12 TENNESSEE

May 4, 19—

Mr. Edward L. Kingsport
The J. K. Hauser Company
7376 Grant Avenue
Cleveland, Ohio 44102

Dear Mr. Kingsport:

We should like to invite an estimate for production of 10,000 copies of our next price list. A copy of our present list is enclosed to illustrate the size and mechanical features of the publication.

We shall have the manuscript and pictures ready for the new price list by the first of June. We require delivery of the new edition prior to September 15. We assure prompt handling of all proofs. Your cost estimate should include the costs for all printing, composition, engraving, paper, and delivery to us.

We hope that you will let us know that we may look forward to receiving an estimate from you within a week or ten days.

Sincerely yours,

Albert A. Arden
Advertising Manager

urs
Enclosure

LETTER 61: MONARCH stationery . . . 7¼ by 10½ inches . . . accommodates up to 150 words on 4-inch line, 250 words on 5-inch line . . . longer letters require second page . . . date goes on line 14 . . . address begins 5 lines below.

Letters 60-65

BLOCKED LETTERS ON PROBLEM STATIONERY
Body: 120 words
SI: 1.42—normal

SPECIAL DIRECTIONS: Type this letter six times—once on each of the six kinds or sizes of stationery illustrated above and on page 206. Use workbook pages 253-258 or plain paper on which you mark lines to simulate the proportions and arrangements of the six letterheads.

Mr. Edward L. Kingsport | The J. K. Hauser Company | 7376 18
Grant Ave. | Cleveland, Ohio 44102 | Dear Mr. Kingsport: | 30

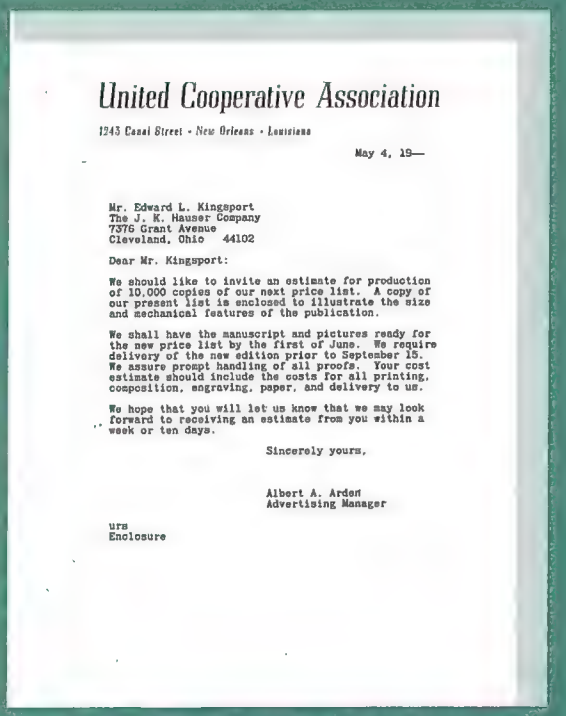
Thank you for sending us so quickly your estimate for producing 10,000 copies of our price list. We are more than pleased 43 56
by the promptness with which you replied. 64

We are equally pleased by the figures you supplied, but they 77
are so much lower than we had anticipated that we wonder 88
whether you might have left out some cost factor. There is no 101
mention, for example, of our use of a second color; is it included 114
in the press charges, or is it an oversight? 123

We are ready to accept your bid but feel you should have a 136
chance to confirm it or correct it before we issue a contract on 149
it. May we expect to hear from you soon? 158

Sincerely yours, | Albert A. Arden | Advertising Manager | *urs* 175

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13



United Cooperative Association

1243 Canal Street • New Orleans • Louisiana

May 4, 19—

Mr. Edward L. Kingsport
The J. K. Hauser Company
7376 Grant Avenue
Cleveland, Ohio 44102

Dear Mr. Kingsport:

We should like to invite an estimate for production of 10,000 copies of our next price list. A copy of our present list is enclosed to illustrate the size and mechanical features of the publication.

We shall have the manuscript and pictures ready for the new price list by the first of June. We require delivery of the new edition prior to September 15. We assure prompt handling of all proofs. Your cost estimate should include the costs for all printing, composition, engraving, paper, and delivery to us.

We hope that you will let us know that we may look forward to receiving an estimate from you within a week or ten days.

Sincerely yours,

Albert A. Arden
Advertising Manager

urs
Enclosure

LETTER 62: OFFICIAL stationery, the government size . . . 8 by 10½ inches . . . accommodates letters on 4-, 5-, and 6-inch line, like standard stationery, but center is ¼ inch to left . . . date on line 14 . . . address 5 lines lower.

THE DARRIS COMPANY

3674 NORBAND BOULEVARD, ST. LOUIS, MISSOURI

May 4, 19—

Mr. Edward L. Kingsport
The J. K. Hauser Company
7376 Grant Avenue
Cleveland, Ohio 44102

Dear Mr. Kingsport:

We should like to invite an estimate for production of 10,000 copies of our next price list. A copy of our present list is enclosed to illustrate the size and mechanical features of the publication.

We shall have the manuscript and pictures ready for the new price list by the first of June. We require delivery of the new edition prior to September 15. We assure prompt handling of all proofs. Your cost estimate should include the costs for all printing, composition, engraving, paper, and delivery to us.

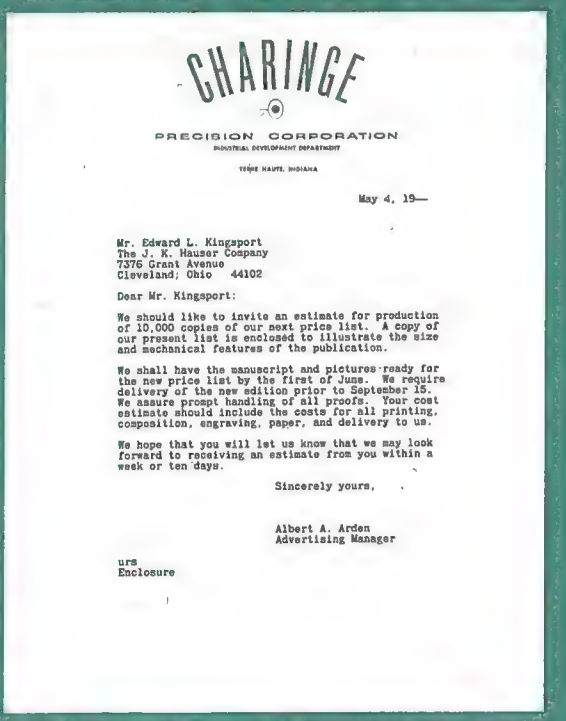
We hope that you will let us know that we may look forward to receiving an estimate from you within a week or ten days.

Sincerely yours,

Albert A. Arden
Advertising Manager

urs
Enclosure

LETTER 63: LEFT-WEIGHTED standard stationery . . . 8½ by 11 inches . . . center is moved ½ inch to right, but otherwise placement is standard: 4-, 5-, or 6-inch line, with date on line 15 and address begun 5 lines lower.



CHARINGE

PRECISION CORPORATION

INDUSTRIAL DEVELOPMENT DEPARTMENT

TERRE HAUTE, INDIANA

May 4, 19—

Mr. Edward L. Kingsport
The J. K. Hauser Company
7376 Grant Avenue
Cleveland, Ohio 44102

Dear Mr. Kingsport:

We should like to invite an estimate for production of 10,000 copies of our next price list. A copy of our present list is enclosed to illustrate the size and mechanical features of the publication.

We shall have the manuscript and pictures ready for the new price list by the first of June. We require delivery of the new edition prior to September 15. We assure prompt handling of all proofs. Your cost estimate should include the costs for all printing, composition, engraving, paper, and delivery to us.

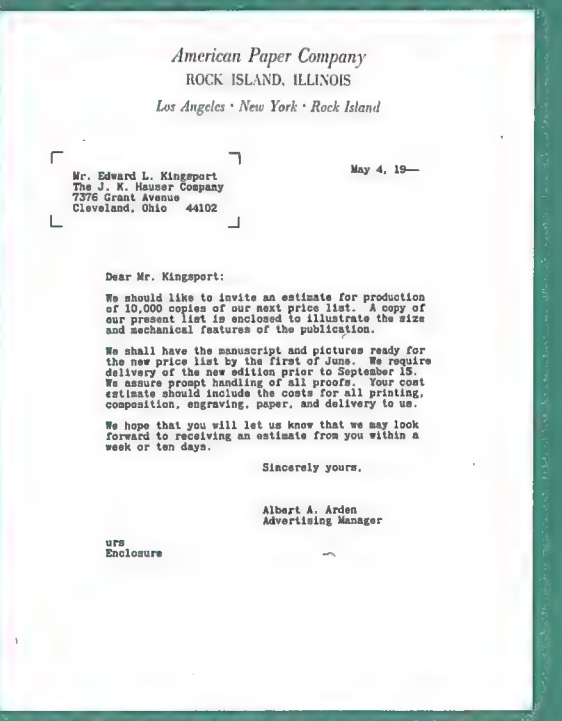
We hope that you will let us know that we may look forward to receiving an estimate from you within a week or ten days.

Sincerely yours,

Albert A. Arden
Advertising Manager

urs
Enclosure

LETTER 64: DEEP-LETTERHEAD standard stationery . . . 8½ by 11 inches . . . letterhead more than 2 inches deep . . . uses 4-, 5-, or 6-inch line . . . date goes at right, 3 lines below letterhead . . . address only 3 lines below.



American Paper Company

ROCK ISLAND, ILLINOIS

Los Angeles • New York • Rock Island

May 4, 19—

Mr. Edward L. Kingsport
The J. K. Hauser Company
7376 Grant Avenue
Cleveland, Ohio 44102

Dear Mr. Kingsport:

We should like to invite an estimate for production of 10,000 copies of our next price list. A copy of our present list is enclosed to illustrate the size and mechanical features of the publication.

We shall have the manuscript and pictures ready for the new price list by the first of June. We require delivery of the new edition prior to September 15. We assure prompt handling of all proofs. Your cost estimate should include the costs for all printing, composition, engraving, paper, and delivery to us.

We hope that you will let us know that we may look forward to receiving an estimate from you within a week or ten days.

Sincerely yours,

Albert A. Arden
Advertising Manager

urs
Enclosure

LETTER 65: Standard WINDOW stationery . . . for use with window envelope . . . center address in cornered area . . . placement otherwise normal: date on line 15, salutation on line 25 (as though address were in normal position).

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: THREE EACH
GOAL: MASTER LETTER TECHNICALITIES
STRESS: ATTENTION TO FINE DETAILS

LESSONS

136–137

Review

136-A. Tune up on these review lines

136-A. Each line three times or two ½-minute timings on each line. Repeat in Lesson 137.

1 The two men who had had the car got the gas and oil for us.
2 Jack's man found exactly a quarter in the woven zipper bag.
3 we 23 22 21 20 to 59 58 57 56 or 94 93 92 91 it 85 84 83 82
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

136-B. Increase skill on an acceleration preview

136-B. Type to your goal.

ACCURACY: Three copies of lines 4-7 as though they were a paragraph.

SPEED: Three copies of each line consecutively.

4 paragraphs graciously sentences question, proposal message:
5 factors typical writing obvious divide finale allows single
6 break serve parts first right when must that each will then
7 how may two has try the out and now but any ten it is so be

136-C. Sustain skill on fairly easy production copy

136-C. Change to double spacing. Follow steps:

1. Read the material.
2. Practice the rapid insertion of an extra line, followed by the all-capital sideheadings.
3. Take a 5-minute timed writing, pausing for a 10-second rest after each minute; or type one copy, pausing to rest after every 5 or 6 full lines.
4. Take a 5-minute timed writing, without pauses; or type a copy without pausing a single time.

GOAL: To finish the copy within 5 minutes and with 3 or fewer errors.

SI 1.28—fairly easy

8 When the typist must decide how to break a letter into 12
paragraphs, he may count on two factors to serve as guides. 24

OUTLINE OF THE LETTER 29

The typical letter has three parts. Try to divide the 41
letter so that each of these parts stands out very clearly. 53

The first part tells who is writing the letter, why he 65
is writing, and how he happens to be writing right now; but 77
a typist can, of course, leave out things that are obvious. 89

The second part is the main message: the details, the 101
facts of the matter, the proposal, the question, and so on. 113

The third part is the grand finale in which the writer 125
states what he demands or hopes that the reader will do and 137
then bows out as graciously as the tone of the note allows. 149

LENGTH OF A PARAGRAPH 155

The second clue to the typist is the hope that he will 167
be able to keep his paragraphs down to eight or fewer lines 179
of typing; ten lines is a top limit for a single paragraph. 191

It is easy to keep the first and last parts within the 203
desired number of lines; each of these parts is a paragraph 215
that will contain only one or two sentences, in most cases. 227
If there is a problem, and there may not be, it will appear 239
in the middle part of the letter, where the writer may have 251
more to say than he can fit within ten lines. He will then 263
need to split the part into two or more smaller paragraphs. 275
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

SPECIAL:
From now on, you will need to divide letters into their paragraphs and to provide missing salutations and closing phrases. So, read 136-C and 136-D very closely; and, then, reinforce your knowledge by doing the Learning Guide given on workbook pages 259-260.

136/137-D. Learn and apply rules about letter technicalities

LETTER SALUTATIONS

1. Use the last name of the addressee if it is known, preceded by *Dear* and a title, thus:

Dear Mr. Lench: *Dear Prof. Grant:*
Dear Miss Barr: *Dear Doctor Hall:*

2. Whenever a letter is addressed to a firm or department instead of to a person by name or title, and always after an attention line, use *Gentlemen:*.

3. If a letter is addressed to a person by his business title (as, *Personnel Director*) without the use of his name, use *Dear Sir:* as the salutation.

4. Use a first name (as, *Dear Jack:*) only when it is dictated or was used in previous letters.

5. Plural salutations are quite acceptable:

Dear Mr. and Mrs. Jones: (both)
Dear Mr. and Mrs. Jones: (either)
Dear Miss Hall and Mr. Williams:
Dear Committee Members:
Dear Friends: or *Ladies and Gentlemen:*

6. Professional titles like *Doctor*, *Professor*, and *Captain* may be spelled out or abbreviated.

LETTER COMPLIMENTARY CLOSINGS

7. A closing means the same no matter in what sequence words appear or whether *very* is used. Thus, *Cordially yours*, *Very cordially yours*, and *Yours very cordially*, all mean the same.

8. Use a "truly" closing (*a*) whenever a letter is frosty or formal and (*b*) whenever *Gentlemen:* or *Dear Sir:* is used as the salutation.

9. Use a "cordially" or "sincerely" closing if the letter is casual, friendly, or sales-slanted *and* if the addressee is named in the salutation.

10. Use a "respectfully" closing in a letter to anyone to whom great respect is due, such as a churchman, public official, or elderly person.

11. Use an informal closing (like *See you soon!*) only when it is specifically dictated.

12. In case of doubt, use a "truly" closing.

LETTER PARAGRAPHING

13. Letters should have at least two paragraphs.

14. Paragraphs should reflect the letter parts.

15. No paragraph should exceed ten lines.

Letter 66

BLOCKED LETTER
Paper: baronial, workbook 261
Body: 101 words
Paragraphs: 3
SI: 1.39—normal

This letter is to Mr. John K. Lench *of* Young & Wilde, Inc., *whose address is* 4422 East 81 Street *in* Akron, Ohio 44309. (*Salutation*) 15 27

Your inquiry about the use of Flameproof Fabrics for drapes in a business office has been forwarded from our Akron branch. Flameproof Fabrics were developed to meet the need of offices for a drape material that would conform to Fire Code standards for buildings that were to be insured as fireproof structures. You will find, on page 11 of the enclosed booklet, precise details on the resistance value of each of our four grades of Flameproof Fabrics. If you need a statement to show to your insurance agent, the branch at which you made the purchase will issue one to you. (*Complimentary closing*) 40 55 69 83 98 112 126 140 150

From Paul F. Clarke, Jr., Service Manager. (*Reference lines*) 164

Letter 67

BLOCKED LETTER
Paper: baronial, workbook 261
Body: 110 words
Paragraphs: 3
SI: 1.34—fairly easy

This letter is to Miss Dorrie Anne Barr, *of* Watts and Sons Company *at* 3502 Sixth Street *in* Fort Worth, Texas 76101. (*Salutation*) 16 29

Thank you for all those kind things you said about our Flameproof Fabrics in the letter you wrote us on May 12. Although we have received letters in the past which gave tribute to the colors and patterns built into our fabrics, we have never before received one that described so vividly how a drape was torn down and used to smother a fire that had started. Miss Barr, you certainly thought quickly! Your letter was so novel that it has been shown to most of our executive staff, all of whom wondered whether you might permit us to tell your story in our advertising. May we have your permission? 43 59 73 87 101 117 131 144 153

Close in the same way you did Letter 66. 170

Letter 68

BLOCKED TWO-PAGE BUSINESS LETTER

Paper: standard, with 2½-inch deep letterhead, on workbook page 263
Paragraphs: 6
Body: 308 words
SI: 1.38—average

Mr. Nelson B. Pierce, Director of Research, Pearson and Pierce, Inc., 829 East Ninth Street, Tulsa, Oklahoma 74111 (*Salutation*) SUBJECT: REQUEST FOR YOUR REPORT

It is our hope that you will soon be able to finish the study you are making of our garage operation and to let us have your report. A number of recent developments have occurred which make it urgent that we have your report soon; here are four:

First, there has been no decrease in the number of complaints that we are getting from our customers; if anything, we note a slight increase in the number. We do not dare delay action very much longer. Second, our loss from the operation of the garage is still mounting; again, we feel we must take some action. Even as we wait for your report and findings, our balance sheet gets worse and worse.

Third, the workmen at the garage have become more and more apprehensive about the work of your team and of the possible results of their study. Rumors of every kind are flying, as you would imagine. The men are showing the strain. We lost a foreman last week, and today a group of six workmen began talking about quitting. Fourth, the agent of the firm that has sounded us out about buying the property tells us that his customer seems to have lost interest and is looking at several other garages. The agent may or may not be trying to force us to a lower figure, but his pressure does enter the story.

We would not wish you to neglect any part of the study which is vital, of course; but the members of the board and company officers are no less eager to learn your findings than are the men in the garage. All of us hope, therefore, that you will find it practical to give us your report within the next three weeks and will tell us when we may expect to receive it. (*Complimentary closing*)

GRISTMEYER BROTHERS Senior Vice-President, JKE:URS

Letter 69

BLOCKED TWO-PAGE BUSINESS LETTER

Paper: baronial, 5½ x 8½, on workbook page 265
Paragraphs: 5
Body: 254 words
SI: 1.37—average

Repeat the same letter, with these modifications: (1) Delete the *fourth* reason given in the letter and change the ending of the first paragraph to "here are three:"; (2) change the inside address by deleting Mr. Pierce's name and title, and make the corresponding changes in the salutation and closing.

Letter 70

BLOCKED LETTER

Paper: baronial, 5½ x 8½, on workbook page 265
Paragraphs: 3
Body: 85 words
SI: 1.34—fairly easy

Miss Dorrie Anne Barr, whose address you have [Letter 67]. (*Salutation*)

Thank you for replying so promptly to my request for permission to tell about your fire fighting with Flameproof Fabrics. We do understand and honor your reasons for not wishing your name or that of your firm to be linked to the story. We assure you that such use as we may make of the incident will involve no names. We are grateful to you for reporting the matter to us; if we can repay your favor in the future, please let us do so. (*Complimentary closing, etc.*)

LINE: 60
SPACING: SINGLE
DRILLS: THREE EACH
GOAL: MASTERY OF LEADERED TABLES
STRESS: PRECISION

Unit 23. Tabulation

LESSONS
138–139

Finance Tables

138-A. Lines three or more times; type lines 2 and 3 in cadence with someone who sets even pace by typing line 1. Then, reverse roles.

138-A. Tune up on these review lines

1 They will seek some more work when they have done your job.
2 The banquet speaker, James Boxell, analyzed a few carvings.
3 we 23 25 27 29 ow 92 94 96 98 to 59 57 55 53 up 70 68 66 64
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

138-B. Target on goal.

ACCURACY: Three copies of lines 4-6 as though they were a paragraph.

SPEED: Three copies of each, consecutively.

138-B. Increase skill on an acceleration preview

4 backspacing example, easiest columns tables size you get it
5 explanation whatever squared special method type not six or
6 statements financial quarter project hazard sign the end of

138-C. Adjust machine: 50-space line, double spacing, and a tab-5.

Type one complete copy in Lesson 138; repeat in Lesson 139. GOAL: a copy in six minutes or less, with three or fewer typing errors.

Or, take one 5-minute writing, with a short rest after each minute, in Lesson 138; and one similar writing, but without any rests, as a Lesson 139 follow-up.

SI 1.29—fairly easy

138-C. Sustain skill on technical, alphabetic paragraphs

7 Of all the forms of tables, the ones easiest 10
to set up are financial statements. They are al- 20
ways in the same form, month after month, quarter 30
after quarter. The right way to set up a new one 40
is to copy the old one; that is, you get from the 50
files the last statement of the same type, insert 60
it in the machine, and set up your margin and tab 70
stops by eye. If there is none to copy, however, 80
you can plan it just as you would any other kind, 90
size, or form of table: simply backspace to cen- 100
ter it. There is even a special method, based on 110
the fact that the explanations column can be wide 120
or narrow, as you may wish. You set your margins 130
for whatever line length you wish; you pivot from 140
the right margin, backspacing through your amount 150
columns and setting tab stops for them. Then you 160
use whatever space is left for your first column. 170

8 There are some things you must keep in mind. 180
For example, all dollar marks in a column must be 190
squared up; and you might forget that the longest 200
number, which makes the dollar sign project most, 210
may be the one at the bottom of the column. Note 220
that you do not put six spaces between columns in 230
a statement; instead, put two spaces between your 240
money columns and eight spaces between the state- 250
ment column and the following money column. When 260
you type lines of leaders, watch one more hazard: 270
you must not forget to leave one blank space both 280
at the start and at the end of a line of leaders. 290
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

SPECIAL NOTE: On pages 267-270 of your workbook is a powerhouse of drills to strengthen your grip of the keyboard. If the numbers in the tables on the following pages give you trouble, concentrate on workbook page 269!

138-D. Apply typing skill to financial statements

Tables 28-29

RECONCILIATION
Paper: plain, 8½ x 11
1. Single spacing
2. Double spacing

Business Service Company

BANK RECONCILIATION STATEMENT ← Title in capitals

Week Ending May 9, 19—

Bank balance, May 2	$1,435.88	
Deposit, May 6	866.38	
Deposit, May 8	723.09	
Total deposits and balance		$3,025.35
Checks cleared since May 2	$1,050.75	
Check M89 outstanding	150.00	
Check M102 outstanding	273.48	
Total checks drawn		1,474.23
Corrected bank balance		$1,551.12
Checkbook balance, May 9		$1,551.12

Spacing may be single or double

Dollar signs must align

Rule equals column width

Use ratchet release for second rule

In any statement typed as a new, original table, leave 8 spaces after the "stub" (explanations) column but only 2 spaces between money columns. → Total deposits and balance[12345678]$1,435.88[12]$3,025.35

Before typing Tables 28-31, read 138-C carefully—doing so can save you much time, particularly in Table 31.

Tables 30-31

P&L STATEMENT
1. February
2. March

The Winslow-Halpin Company

SUMMARY STATEMENT OF PROFIT AND LOSS

Month Ending February 28, 19--

			March 31	
SALES		$48,431		$49,651
DEDUCT COST OF MERCHANDISE SOLD:				
Merchandise Inventory, February 1	$16,401		$16,512	
Merchandise Purchases	35,208		33,147	
Total Available for Sale	$51,609		$49,659	
Merchandise Inventory, February 28	16,512		14,185	
Total Cost of Merchandise Sold		35,097		35,474
GROSS PROFITS ON SALES		$13,334		$14,177
DEDUCT EXPENSES:				
Selling Expense	$ 4,131		$ 4,273	
Rent Expense	1,024		1,194	
Heat and Light	261		273	
Depreciation of Equipment	500		480	
Total Expenses		5,916		6,220
NET PROFIT, BEFORE TAXES		$ 7,418		$ 7,957

Tables 32-33

RECONCILIATION WITH LEADERS
1. Single spaced on 60-space line
2. Double spaced on 56-space line

Jos. Cooper & Sons

BANK RECONCILIATION STATEMENT

Month Ending April 30, 19--

Open space at start and end of leader line

Bank balance, March 31	$10,722.58	
Deposit, April 4	2,750.00	
Deposit, April 11	2,750.00	
Deposit, April 18	2,750.00	
Deposit, April 25	3,000.00	
Total deposits and balance		$21,972.58
Checks cleared since March 31	$ 9,633.75	
Check Apl4 outstanding	525.25	
Check Apl78 outstanding	100.00	
Total checks drawn		10,259.00
Corrected bank balance		$11,713.58
Checkbook balance		$11,713.58

Leaders end at same point

These are "close" or "solid" leaders; compare with "open" ones, page 215

To arrange table on an assigned length of line, pivot from right to set tabs for money columns*

* Tab stops help only in locating the first entry in each money column. The other entries and leaders are aligned visually—you have to look.

Tables 34-35

P&L STATEMENT WITH LEADERS
1. May, 60 spaces, single spaced
2. June, 56 spaces, double spaced

Lincoln & Packer, Inc.

SUMMARY STATEMENT OF PROFIT AND LOSS

For the Month Ending May 31, 19--

Compare with Table 30 for capitalization and phrasing.

			— June 30	
SALES		$27,453.28	$26,943.35	
COST OF MERCHANDISE				
Starting inventory	$15,267.00		$12,613.50	
Inventory purchases	8,476.50		18,732.90	
Total available	$23,743.50		$31,346.40	
Closing inventory	12,613.50		19,290.60	
Cost of merchandise sold		11,130.00		12,055.80
GROSS PROFIT ON SALES		$16,323.28		$14,887.55
EXPENSES				
Selling expense	$ 5,425.85		$ 5,109.20	
Rent expense	2,500.00		2,500.00	
Heat and light	620.43		481.30	
Depreciation of equipment	1,000.00		1,000.00	
Total expenses		9,546.28		9,090.50
NET PROFIT, BEFORE TAXES		$ 6,777.00		$ 5,797.05

LINE: 60
TAB: 5
SPACING: DOUBLE
GOAL: MASTERY OF LEADERED TABLES
STRESS: PERSONAL EFFICIENCY

LESSONS

140–141

Finance Tables

140-A. Whisk through each line three times.

140-B. These alphabetic paragraphs are fluent and easy (SI 1.22), just the thing to enable you to withstand the "drag" effect of the leadered tables you are typing.

GOAL: You ought to be able to complete each paragraph within 2 minutes and 1 error.

Before you type each table in Lessons 140 and 141, type at least one of these paragraphs within 1 error; attach the paragraph to the table to show you have paid your premium on your "skill insurance."

SI 1.22—easy

140-A. Repeat the warmup on page 210, then—

140-B. Revive typing fluency on this easy copy

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

1 When I take a business trip, I stay in good hotels. I 12
do not like to stay in private homes. Now and then someone 24
will urge me to stay at his home; but I know that the offer 36
is likely to be just a show of goodwill and that the friend 48
is holding his breath, not quite sure how he can explain to 60
his wife the importance of having this guest. I always let 72
my host off the hook at once, for I am by no means eager to 84
forego a long shower and half hour of reading before I turn 96
out the light and curl up for a long sleep. No, thank you. 108

2 When you stay at a hotel, you can do as you wish. You 120
can order up a late snack, take a quick nap if you have the 132
urge to do so, repack the luggage, walk around in your bare 144
feet, write a report, or read all night if the book is that 156
good. You can make a phone call home to see whether Junior 168
brought home his report card. If you prefer, you can relax 180
as long as you wish in a tub or snooze through a TV program 192
or two that you cannot get at home. By contrast, what's it 204
like when you get trapped into staying all night in a home? 216

3 In the first place, you have trouble finding the home. 228
Your host cannot take you, of course, because he has to zip 240
home ahead of you. If he lives in town, it is in an apart- 252
ment that your taxi driver cannot locate. If he lives in a 264
suburb, which is quite likely, the train he suggests is one 276
that, it turns out, runs just on Sundays. So you catch the 288
bus; and, of course, the directions he gave you for getting 300
from the station do not serve to get you from the bus stop. 312
When you do arrive, the host has hopefully given up on you. 324

4 The family has eaten, of course; but it is no trouble, 336
no trouble at all, to fix up something for you. So you eat 348
cold food that squelches such appetite as you brought along 360
while the family sits there and watches each jiggle of your 372
fork. Then your hostess, after a suspiciously long session 384
of dishwashing, packs the little ones off to bed. But they 396
do not fall asleep; they have been shuffled to create a bed 408
vacancy. Thus you waste all evening, trying resolutely not 420
to think of the lazy ease you would be enjoying in a hotel. 432

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

NOTE: These paragraphs are also excellent for increasing your skill:

1. Read the material.
2. Practice the three hardest words you see in each paragraph.
3. Take a 5-minute timed writing with a 10-second rest after each minute.
4. Practice words with which you had trouble.
5. Take a final 5-minute writing, without rests.

140/141-C. Apply typing skill to financial statements

Table 36

BALANCE SHEET WITH LEADERS
Shown: in elite
Line: 60 spaces

The Providence-Acme Corporation

B A L A N C E S H E E T

For the Year Ending December 31, 19--

A S S E T S

Real Estate Loans		$162,587,305.68
Bonds Owned:		
Government Bonds	$45,507,650.33	
Railroad Bonds	4,508,135.65	
Public Utility Bonds	62,449,231.34	
Industrial Bonds	26,878,473.54	
Total Bonds Owned		139,343,490.86
Stocks Owned (Basic Industries with Dividend Records)		13,129,036.89
Policy Loans Made to Policyholders		11,862,942.16
Net Unpaid and Deferred Premiums (Being Collected)		7,099,713.61
Cash in Banks and Offices		6,340,534.93
Real Estate Owned (Including Home Office Building)		5,980,846.78
Interest Due and Accrued on Bonds and Mortgages		1,412,662.00
Collateral Loans (First Mortgages Only) ...		109,660.00
TOTAL ASSETS		$347,866,192.91

L I A B I L I T I E S

Legal Reserve for Life and Annuity Contracts	$302,514,963.00
Reserve for Disability Policies	2,257,617.00
Reserve for Epidemics and Mortality Fluctuations	2,500,000.00
Reserve for Investment Fluctuations	5,000,000.00
Reserve for Policy Claims in Process of Adjustment	1,459,619.00
Gross Premiums and Interest Paid in Advance	1,768,036.00
Taxes Accrued but Not Yet Due	2,078,495.00
Agents' Bond Deposits (Field Employees) ...	683,754.21
Commissions Accrued to Agents, and Miscellaneous Items	936,106.60
Total Liabilities Other Than Capital and Surplus	$319,198,590.81
Capital and Surplus	28,667,602.10
TOTAL LIABILITIES	$347,866,192.91

To facilitate your copying, paper-clip to the page a line guide (envelope or paper) you can slide down the page as you begin each line.

Leaders carried through column area end evenly with the column.

Long items are doubled up if fewer than 3 leaders would be left. Basis of doubling up is clarity for the reader.

Principal totals in a balance sheet are preceded and followed by one blank linespace.

Consistent steps of any size (2, 3, 5, 10, etc.) may be used for runover lines.

Capitalization and phrasing patterns are optional, but they must be consistent.

NOTES ON TYPING "OPEN" LEADERS

"Open" or "spread" leaders (alternate periods and spaces) are slower to type than "close" leaders (page 212) but look better when a table includes many blank lines between the typed lines.

Begin the first leader line with one space (note below the space between *Loans* and the first period). Note whether the periods fall in the odd- or even-number spaces on the scale; use this fact when you start each subsequent leader line. You will often need to space twice at the start of a leader (see the two spaces after *Owned* in the sixth leader) to enable you to keep all the periods aligned.

NOTES ON TYPING TWO-PAGE TABLES

1. Two-page tables are usually planned so that the two pages may be taped in adjacent positions.
2. Divide the data into equal or logical halves.
3. Use the same top margin on both pages. Check

Table 37

BALANCE SHEET
(PAGE 1 OF 2)
Line: 60, with 1-inch right margin
Leaders: open

LINE

The Providence— 14

15

BALANCE 16

17

For the Year Ending 18

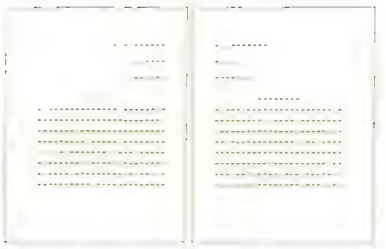
19

20

ASSETS 21

22

Real Estate Loans		$162,587,305.68	23
			24
Bonds Owned:			25
Government Bonds	$45,507,650.33		26
Railroad Bonds	4,508,135.65		27
Public Utility Bonds . .	62,449,231.34		28
Industrial Bonds	26,878,473.54		29
			30
Total Bonds Owned		139,343,490.86	31
			32
Stocks Owned (Basic Industries			33
with Dividend Records)		13,129,036.89	34
			35
Policy Loans Made to Policyholders		11,862,942.16	36
			37
Net Unpaid and Deferred Premiums			38
(Being Collected)		7,099,713.61	39
			40
Cash in Banks and Offices		6,340,534.93	41
			42
Real Estate Owned (Including			43
Home Office Building)		5,980,846.78	44
			45
Interest Due and Accrued			46
on Bonds and Mortgages		1,412,662.00	47
			48
Collateral Loans (First Mortgages Only) . .		109,660.00	49
			50
TOTAL ASSETS		$347,866,192.91	51
			52



the vertical spacing of each half, adding or deleting blank lines so as to make both halves end evenly.

4. Divide the heading lines to embrace both pages. The section on the first page is pivoted from the right margin; the section on the second page begins with the left margin.

5. Use the same length of line on each half; if necessary, spread the data to fill the line. The display on each page *may* be centered, but the total display will look better if the margins are narrower on the sides where the pages will adjoin.

6. Tape the pages together on the *back* side, fastening them with two or three 1-inch strips of tape.

Table 38

BALANCE SHEET
(PAGE 2 OF 2)
Line: 60, with 1-inch left margin
Leaders: open

LINE

14 Acme Corporation
15
16 SHEET
17
18 December 31, 19--
19
20
21 LIABILITIES
22
23 Legal Reserve for Life and Annuity
24 Contracts $302,514,963.00
25
26 Reserve for Disability Policies 2,257,617.00
27
28 Reserve for Epidemics and
29 Mortality Fluctuations 2,500,000.00
30
31 Reserve for Investment Fluctuations 5,000,000.00
32
33 Reserve for Policy Claims in
34 Process of Adjustment 1,459,619.00
35
36 Gross Premiums and Interest Paid
37 in Advance 1,768,036.00
38
39 Taxes Accrued but Not Yet Due 2,078,495.00
40
41 Agents' Bond Deposits (Field Employees) . . 683,764.21
42
43 Commissions Accrued to Agents,
44 and Miscellaneous Items 936,106.60
45
46 Total Liabilities Other Than
47 Capital and Surplus $319,198,600.81
48
49 Capital and Surplus 28,667,592.10
50
51 TOTAL LIABILITIES $347,866,192.91
52

LINE: 60
TAB: 5, 10, 30, 42
SPACING: SINGLE
GOAL: AUTHORITATIVE PRODUCTION OUTPUT
STRESS: WARINESS

142-A. To develop a skill momentum that will carry through the production, take two 1-minute timings on each sentence.

NOTE: Italicized words must be underscored when they are typed.

142-B. If you have not yet reached 50 or more wam within 3 errors for 5 minutes, use 140-B on page 213 and the steps at the foot of the page. Otherwise, these steps:

1. Analyze this letter.
2. Practice every line containing any numbers.
3. Take a 5-minute timed writing with a 10-second rest after each minute, or type a copy with a rest for each paragraph.
4. Take a 5-minute timed writing or type one copy without pausing to rest.

GOAL: 50 or more wam, with 3 or fewer errors.

SI 1.44—normal

Table 39

PIVOT-LEADER DRILL
Paper: half sheets
Copies: make three
Leaders: open
Spacing: double
Line: 40, 60, 50

Letter 71

BLOCKED LETTER WITH LEADERED TABULATION
Paper: workbook 271
Line: 60, as shown
Body: 180 words
SI: 1.44—normal

LESSONS

142–143

Review

142-A. Tune up on these review lines

1 The men held a social to pay for their visit to the chapel.
2 The expert quickly noted five bad jewels among the zircons.
3 Report *Monday* on Sections (10), (28), (39), (47), and (56).
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

142-B. Sustain skill on production copy

Current Date 4

Mr. and Mrs. J. W. Swensen 13
Apartment 9–J West 17
35–53 187th Street 21
Flushing, New York 11351 26

(Salutation)

We are always ~~glad~~ happy to ~~answer~~ reply to questions from ~~our~~ stockholders. 34 46
Our report for our operations in ~~this~~ the last quarter, which is ~~now~~ 58
being printed now and ~~is to~~ will be mailed in about two weeks, will 71
show that our Net Earnings are $5.04 a share, which is better 83
than average for ~~this~~ the time of year. These are the ~~data~~ figures: 95

96

Gross Revenue ..... [21]	$55,999,275.00	107
Net Income before Federal Income Taxes	9,339,180.00	114 125
Estimated Fed. Income Taxes	4,905,227.00	136
Net Income	4,433,953.00	148
Earnings per share	5.04	159

160

We expect a ~~great~~ strong increase in our sales for the next quarter, 172
for we ~~will~~ shall be launching Vita-shine, the fine new product we 185
have been ~~developing~~ working on for more than two years. If Vita-shine 197
lives up to our forecasts, which are based on a very careful mar- 209
ket ~~study~~ survey, ~~then~~ our sales and profits will show sharp gains, 221
putting us far ahead of any previous ~~profit~~ margin we have enjoyed. 233
~~I~~ We trust that this ~~analysis~~ information is what you wished. If ~~you have~~ there are 234 247
other details that you would like to have, we should be ~~very~~ 258
happy to send them ~~along~~ to you. 264

Yours very truly, 272

275

~~Mr.~~ Orville L. Mitchell 282
Aide to the president 289

urs 290

142-C. Apply skill to leadered production problems

Table 40

LEADER TABLE, BOXED
Center exact copy, paper sideways in machine. Available lines: 8½ x 6 = 51

For review of "boxed" table, turn to pages 142 and 143.

LINE 9

DISTRIBUTION OF SALES INCOME

(Prepared by the Department of Research and Statistics)

How Our Sales Dollar Was Distributed	This Year		Last Year	
	Amount	Ratio	Amount	Ratio
Materials, Services from Others	$512,236,000	54.2%	$456,367,000	53.8%
Wages, Salaries	298,289,000	31.6%	281,769,000	33.2%
Pensions, Social Security, Insurance, Other Benefits	19,938,000	2.1%	18,470,000	2.2%
Depreciation, Amortization	17,314,000	1.8%	15,174,000	1.8%
Interest on Long-Term Debts	4,875,000	.5%	4,595,000	.5%
Taxes on Income and Property	47,772,000	5.0%	41,657,000	4.9%
Dividends Declared for the Year	22,052,000	2.3%	19,963,000	2.3%
Extra Dividend Last Quarter	4,284,000	.5%	—	—
Reinvested in the Business	18,480,000	2.0%	10,769,000	1.3%
TOTALS	$945,240,000	100.0%	$848,764,000	100.0%

5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95

LINE: 60
SPACING: SINGLE
GOAL: LEARN ABOUT LEGAL TYPING
DRILLS: THREE TIMES
STRESS: WARINESS IN PRODUCTION

Unit 24. Manuscripts

LESSONS
144–145
Legal Papers

144-A. Type lines 2, 3 in cadence with someone who sets a crisp but even pace on line 1; then, exchange roles.

144-A. Tune up on these review lines

1 Sue said that they will have your gray suit back next week.
2 Vick did put a dozen tiny jugs from Iraq on the waxy table.
3 Type page 10 or 28, page 39 or 47, and page 56 or 100, Joe.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

144-B. Type to your need.

ACCURACY: Lines 4-7 like a paragraph three times; lines 8-11, twice; then lines 4-7 once more.

SPEED: Type each line, 4 through 11, three times.

In all cases, emphasize the elimination of arm, elbow, and hand motion; stress finger action.

144-B. Build skill on selective preview drills

4 paragraphs result papers easier truth heirs hard how for 2-3
5 blanks, black; small, hands, canal lack fans can and man 2-1
6 supposed further either appear people flair just are way 2-3
7 between become bounce unique worn upon more come ten now 1-3

8 very hard|less than|with some|than most|form that will 4&4
9 and his|the law|zip off|the use|off the|you can|but for 3&3
10 is too|by the|to one|is the|in any|on the|all of|if you 2&3
11 of us|of it|is to|up to|to be|to it|to do so|if it is so 2&2

144-C. Make a complete copy of page 220, doing half of it in Lesson 144 and half in Lesson 145. Or, follow these steps:

1. Read the material.
2. Practice the three hardest words you see in each paragraph, 1-3.
3. Take a 5-minute timed writing with a 10-second rest after each minute.
4. Practice words with which you have trouble.
5. Take a final 5-minute writing without rests.

In Lesson 145, use these steps on paragraphs 4-5.

SI 1.30—fairly easy

For surer understanding of legal-typing, do the special learning guide on workbook pages 273-4.

144-C. Build skill on easy alphabetic paragraphs

The paragraphs are on the next page. Note that you are to use a 70-space line for it and (in preparation for the legal documents that follow) a *10-space* paragraph indention. The selection is long enough that, if you wish, you could test your skill on a 7- or 10-minute writing—the kind you would be given in an employment test.

144/145-D. Apply skill to legal typing—perhaps

The legality of a document is based on its contents and signatories, not on how it is typed; but certain conventions have been established which must be observed by typists:

1. Documents are equally legal whether typed in full or on a form.
2. Erasures on *key* details, such as names and amounts and dates, are forbidden in most states (the page must be retyped or be initialed by all signers of the document).
3. The mechanical elements are illustrated and discussed on the next three pages; study them analytically.

The legal-typing assignments on pages 221-222 are interesting and valuable experiences, but it is possible that alternative practice may be more helpful to your growth:

DEVELOPMENT SKILL DRILL

If you cannot yet type 40 wam for 5 minutes with 3 or fewer errors, you may wish to omit the legal assignments and repeat the sequence of skill drills on pages 122-124.

SUSTAINED MANUSCRIPT TYPING

Or, you may wish to substitute for the legal typing the production of a magazine article by you, "What's What about Carbon Paper" (pages 158 and 161), for a magazine that uses a 45-stroke line and 3-space paragraph indentions (review page 150).

To end lines evenly:
LINE: 70 spaces
INDENTIONS: 10 spaces
SI: 1.30—fairly easy

144-C. Increase skill on easy alphabetic paragraphs

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

Most of us have great respect for the law, for we feel that it 14
is complex and full of fine points that might trip us in some way. As 28
a result, there is a tradition, or what amounts to one, that legal 41
typing is very hard. Nothing could be further from the truth. Legal 55
jobs are quite easy to type, much easier, come to think of it, than a 69
majority of the jobs that are typed day in and day out in the office. 83

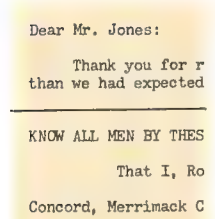
After all, such documents are nothing more or less than the 97
routine kind of manuscript with some fancy touches to impress people. 112
One such touch is the flair of indenting paragraphs ten spaces rather 126
than the standard five spaces. One more such flair is the antiquated 139
wording that is used time and again, such as "executors and heirs and 153
assigns forever." A wise typist just smiles, knowing that such terms 167
become easy to type when they are typed often enough. After a while, 181
the typist learns how to zip off such turns of words in nothing flat. 195

An extra legal touch in most states is using vertical lines 209
to show you where to set the margin stops. The lines are in color in 223
most cases, giving a bright but stern and official look to the papers 237
on which they appear. What is typed on the paper is supposed to stay 251
between the ruled lines without touching either of them; so the smart 265
typist adjusts the margin stops so they will be a space or two inside 279
the lines, and that is that. When you realize how much time is saved 293
by such guides, you can't help but wish we had them for letters, too! 308

One more unique thing in typing legal documents is that the 322
pages are bound at the top instead of at the side, which means that a 336
continuation page has to have an extra half inch of space at the top; 350
so you leave nine blank lines at the top of such pages instead of the 364
six lines that you leave on the continuation pages of manuscripts and 378
reports. In law offices and in the legal departments of major firms, 392
covers are made for legal documents that have many pages. The covers 406
are trimmed a little larger than the size of the paper, and the upper 420
half inch is folded over; the typed pages are jounced into the pocket 434
thus made, and the entire packet is fastened by two or three staples. 448

But the splendor of this lavish treatment of manuscripts is 462
dimming. One can find most of these papers in printed form at a dime 476
a dozen in any stationery shop, and one just inserts a few words here 490
and there on the form. Gone are the rows of shouting capitals. Gone 504
are the deep bows at the starts of the paragraphs. Gone are the firm 518
but colorful rules that fenced in the majestic words. And to replace 532
them, what have we? We have a printed form, a form full of holes and 546
gaps in which we insert a word, a name, a date, an amount. We do not 560
even display these things; we put each as near the start of its space 574
as we can, then dump in stuttering hyphens to fill up any extra room. 588
A fine day it is, when a document is no more challenging than a bill! 602

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14


Dear Mr. Jones:

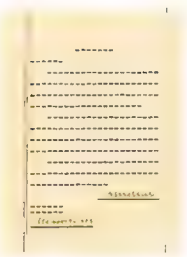
Thank you for r
than we had expected

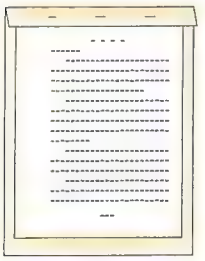
KNOW ALL MEN BY THES

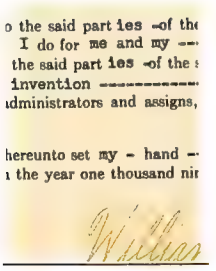
That I, Ro

Concord, Merrimack C

part, for and in con






o the said part ies -of the
I do for me and my ---
the said part ies -of the
invention ----------
administrators and assigns,

hereunto set my - hand --
the year one thousand nin

Top margin of first page should be 2 inches (start on line 13). If document will fit within one page, either center the typing or start it on line 7.

Title of document should be spread-centered. The center point is ½ inch to right of usual midpoint.

Manuscripts 42-43

BILL OF SALE
Paper: 8½ by 11 (draw margin-guide rules)
Copy 1: double space on 2 pages, as shown
Copy 2: single space on 1 page, centered
SI: 1.57—difficult

Spacing may be single but is usually double. Indent the paragraphs 10 spaces.

Bottom margin should be 1 to 1½ inches. Page is numbered as shown here: expressed cumulatively, centered between rules, three lines below body.

B I L L O F S A L E

KNOW ALL MEN BY THESE PRESENTS:

THAT I, Robert Dale Hetrick, of 138 Duquesne Street, Concord, Merrimack County, State of New Hampshire, of the first part, for and in consideration of the sum of Two Thousand Dollars ($2,000) lawful money of the United States, to me in hand paid, at or before the ensealing and delivery of these presents by Atlas Victor Company, of 380 West Sixth Street, Camden, Gloucester County, State of New Jersey, of the second part, the receipt whereof is hereby acknowledged, have bargained and sold, and by these presents do sell, grant and convey unto the said party of the second part, its executors, administrators and assigns my design and working model of the Type-Meter, an instrument to indicate the speed at which a typewriter is operated.

TO HAVE AND TO HOLD the same unto the said party of the second part, its executors, administrators and assigns forever. And I do for me and my heirs, executors, and administrators, covenant and agree, to and with the said party of the second part, to warrant and defend the sale of the aforesaid design and machine hereby sold unto the said party of the second part, its executors, administrators and assigns, against all and every person and persons whomsoever.

Page 1 of 2

(CONTINUED ON NEXT PAGE)

Legal Document on Ruled Stationery (Reduced)

Stationery is 8½ by 11, 13, or 14 inches. Margin stops are set a space or two inside double rule 1½ inches from left and single rule ½ inch from right edge.

Continuation page has 1½-inch top margin (so start on line 10). Top margin is deep because legal papers are bound together at the top.

Signature line begins at center. Witness line runs from margin to center of area.

Final page number is typed a triple space under body, not at bottom of the page.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the twenty-first day of May in the year one thousand nine hundred and sixty-four. ↓2

_____ (L.S.) ↓2

(L.S.) means "place of the seal." It is typed without a space.

Sealed and Delivered
in the Presence of

_____ ↓3

Page 2 of 2

Form 55

BILL OF SALE
Form: workbook 275
Data: as shown

Form 56

BILL OF SALE
Form: workbook 277
Data: Manuscript 42

BILL OF SALE

Know all Men by these Presents,

That I, John Edward Foster, of 936 Forest Avenue, Chicago, Cook County, State of Illinois, ---------- of the first part, for and in consideration of the sum of One Thousand Dollars ($1,000) ---------- lawful money of the United States, to me ---- in hand paid, at or before the ensealing and delivery of these presents by Martin Miller & Sons, of 58 Broad Street, Atlanta, Fulton County, State of Georgia, ---------- of the second part, the receipt whereof is hereby acknowledged, have bargained and sold, and by these presents do sell, grant and convey unto the said party - of the second part, its --- executors, administrators and assigns my design and working model of a machine to simplify the fastening of key caps to key bars in typewriters. ----------

To have and to hold the same unto the said party -- of the second part, its --- executors, administrators and assigns forever. And I do for me and my ----- heirs, executors and administrators, covenant and agree, to and with the said party -- of the second part, to warrant and defend the sale of the aforesaid design and machine ---------- hereby sold unto the said party - of the second part, its -- executors, administrators and assigns, against all and every person and persons whomsoever.

In Witness Whereof, I have hereunto set my - hand -- and seal - the twenty-first -- day of May ---------- in the year one thousand nine hundred and sixty-four.

Sealed and Delivered in the presence of

_____ _____ [L.S.]

Legal Document on Fill-in Printed Form (Reduced)

Manuscript 44

POWER OF ATTORNEY
Paper: plain, ruled
Spacing: double
Position: centered vertically

Remember: Double line should fall 1½ inches from left; single line, ½ inch from right.

P O W E R O F A T T O R N E Y

please double space & center

2#

KNOW ALL MEN BY THESE PRESENCE:

THAT I, JOHN R. APPLEMAN, of the city of Elizabeth, County of Union, state of New Jersey, have made, constituted, and appointed, and by these presents do make, constitute, and appoint Mr. Fred N. Bold, of this City, County, and State, my true and lawful Attorney for me and in my name, place, and stead to act as my agent in the management of my property, an apartment house situated at 1811 Bergen Road, of this City, County, and State, giving and granting unto my said attorney full power and authority to do and perform all and every act and thing whatsoever requisite and necessary to be done in the said management as fully, to all intents and purposes, as I might or could do if personally present, with full power of substitution and revocation, hereby ratifying and confirming all that my said attorney or his substitute shall lawfully do or shall cause to be done by virtue hereof.

10 IN WITNESS WHEREOF, I have hereunto set my hand and seal this twenty-eighth day of May, 19—. 2↓

center this line 2# _____ (L. S.)

Signed and affirmed in the presence of 2↓

_____ and _____

make equal

LINE: 60
SPACING: SINGLE
GOAL: MORE ABOUT LEGAL TYPING
DRILLS: THREE TIMES
STRESS: CONTINUITY

LESSONS

146–147

Legal Styling

146-A. Tune up on these review lines

146-A. Type lines 2, 3 in cadence with someone who sets a sharp, even pace on the first line. Or, each three times.

1 Did you see the big new axe her dad had her get out for me?
2 Queen Judy gave my boy an exciting gold prize for his work.
3 Give us a quick report on (10), (28), (39), (47), and (56).
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

146-B. Increase skill on patterned preview drills

146-B. Type to your goal.

ACCURACY: Each pair three times, as a paragraph.

SPEED: Each line three times successively.

In all cases, emphasize smooth, continuous work.

4 coasting thinking climbing relaxing growing pushing talking
5 Sometimes Ambition Don't There Once All But The To If We Or
6 so. you. are. them. this. good. easy. short. coast.
7 position; coasting; effort, rather, still; "then" easy; go;
8 beginner warrior attain still; effort error hills fall; too
9 usually happens telling succeed ladder good, will, soon all

LINE: 70 TAB: 5
SPACING: DOUBLE

146-C. Type one copy in Lesson 146 and another in Lesson 147; or, take these practice steps:

1. Read the material.

2. Practice the three hardest words you see in each paragraph.

3. Take a 5-minute timed writing with a 10-second rest after each minute.

4. Practice words with which you had trouble.

5. Take a final 5-minute writing without rests.

GOAL: Maximum speed within 3-error limit.

SI 1.25—easy if you can respond to warning bell!

146-C. Stretch your skill on easy straight copy

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

The error into which most of us fall is in thinking that we will 14
get a new lease on life whenever we decide to do so. We coast along, 28
telling ourselves that, when our big chance comes along, one worth an 42
effort, we will then stretch and make good. There is no mistake that 56
is worse than this. Once you get the habit of coasting, it's too bad 70
for you. The habit gets you and keeps you coasting; and there's only 84
one direction you can coast. To build muscles, you have to use them. 98

Ambition is seldom wholly dead in any of us; most of us long for 112
the good things that are out of our reach at the moment. But the way 126
to get them is not to give up and let go; rather, it's to take a leaf 140
from the story of the old warrior whose son complained that his spear 154
was too short. The boy's father said, "Then step closer to the foe." 168

All this is worth talking about because you will soon be in your 182
first position; and the work in any first position is usually so easy 196
for you, since no one expects much of you as a beginner, that you can 210
get the idea that you can relax on the job and stop growing. If that 224
happens, you start coasting, which takes you back down the hills that 238
you climbed to get where you are. If your work is easy, then that is 252
the time to push, and push hard while the pushing is easy. Don't let 266
yourself coast nor stand still; get your muscles ready for the climb. 281

The climb is not easy, which is a good thing for you; if it were 295
easy, the ladder would be full of people ahead of you. Sometimes the 309
ladder of advancement shakes and trembles, and you with it; some- 321
times the rungs seem mighty far apart. But it's when the stretching 335
is the hardest and the climbing the toughest that your strength and 349
will and heart enable you to reach the next rung that others could not 363
attain. The relaxing and coasting is for those who lack the drive to 377
succeed. 379

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

146/147-D. Apply skill to legal-styled typing—perhaps

Such legal-*looking* touches as deep indentions, all-caps, vertical rules, and so on, are often used in other manuscripts (whether or not legality is involved) for the sake of dramatic formality. The following minutes and resolution are illustrations. Alternative assignments may, however, be more helpful to you:

DEVELOPMENTAL SKILL DRILL

If increasing speed or accuracy is more important, repeat the drills on pages 125-127.

SUSTAINED PRODUCTION OUTPUT

If maintaining steady production is more important, produce a magazine article on "What's What about Horizontal Centering" (pages 194, 197) for a journal that uses a 45-space line, 3-space paragraph indention, and subheadings that are centered and underscored.

Suggestion: Make three carbon copies of each of these manuscripts.

Manuscript 45
RESOLUTION

Paper: plain
Spacing: double
Line: 60
Position: center

JOHN HERBERT KAUFMANN

WHEREAS John H. Kaufmann is retiring from his ~~post~~ position as Secretary-Treasurer of this firm, having served it and his associates for more than 35 years; and

WHEREAS, he devoted all his skill and knowledge to the development and expansion of this company, its products, its services, its facilities, and its staff, to the end that today this company is the largest and most successful in its field of business enterprise; and

WHEREAS he has given generously of himself in the encouragement, inspiration, and assistance of ~~everyone~~ all those who ~~was~~ were fortunate enough to work with him personally, to the end that virtually all the Executives of ~~his~~ this company have, in effect, been ~~taught~~ schooled by this wise and gentle teacher; and

Whereas he has proved himself a generous leader, a thoughtful and warm associate, and a man endowed as much with openness of heart and hand as with ~~a spirit of justice and~~ wisdom, so that his name is a legend in this industry and ~~so~~ that he is loved for what he is even more than for what he has done: Therefore, be it ~~hereby~~

RESOLVED, That the Officers, the Members of the Board of Directors, and the Entire Personnel of The Hayes Manufacturing Company do commend, for his ~~dedication~~ devotion to them and his unstinting loyalty and leadership in their behalf, JOHN HERBERT KAUFMANN

center, triple space below

Manuscript 46
RESOLUTION

Paper: plain
Spacing: single
Line: 50
Position: center

Manuscripts 47-48

MINUTES OF MEETING
Paper: plain
Copies: two styles
1. Single spaced
2. Double spaced

These minutes illustrate the correct arrangement for minutes; they are usually single spaced to save space in the permanent file of minutes. These minutes also show the proper sequence for reporting what transpired, whether or not events took place in the order that is shown.

2-inch top margin

Of the Advertising Committee

MINUTES OF THE MONTHLY MEETING

May ~~18~~ 29, 19--

1½-inch margin

ATTENDANCE:

1-inch margin

¶ The regular monthly meeting of the Advertising Committee was held in the office of Mr. Larimore, Advertising Director, who presided at the meeting. The following were present:

Mr. J. Carty	Mr. Fisher	Miss Powell
Miss Clarke	Mr. Larimore	Mr. Stark
Miss Clooney	Mrs. Pavlu	Mr. Wallace
	Mr. Perkins	

put names in 2 columns

The meeting began at two o'clock and adjourned at 4~~:00~~.

OLD BUSINESS:

¶ The secretary ~~Miss Powell~~ read the minutes of the last meeting. They were approved as read.

¶ Mr. Stark reported that the show-case cards that ~~which~~ had been prepared for dealers' use have ~~had~~ proved notably successful. His follow-up survey among 250 dealers indicated:

5

Dealers wanting additional cards	230	(92%)
Dealers using the cards	180	(72%)
Dealers reporting sales increases	215	(86%)

5

NEW BUSINESS:

¶ Mr. Larimore reported that the Department has been directed to curtail its advertising expenditures by $2,500~~.00~~ for the coming quarter. Discussion hinged on ~~these~~ three possibilities:

1. Elimination of the June Mailing to dealers; and/or
2. Elimination of the space in Premium magazine; or
3. Reduction of space in all magazine ads.

1 to 1½-inch bottom margin

(CONTINUED ON NEXT PAGE.)

1-inch top margin

MINUTES, Advertising Committee, May 8, 19-- Page 2

2 # here

Mrs. Pavlue reported that the material for the mailing to dealers was now on press and that an investment of $9.70 would be lost if the mailing were not made. Mr. Perkins pointed out that calcenning space in Premium would bring our year's space in that magazine under the minimum for the special reates that we have been enjoying. Miss Clarke reported that nearly all mechanicals, art work, and engravings have allready been made for our present advertising schedule and would have to be done over, at an estimated cost of $1,500, if the space dimensions were reduced in our advertisements in other magazines. The committee decided, to eliminate space in the next issues of Premium, with Mr. Perkins demurring.

Respectfully submitted,

Marguerite Powell, Secretary

Distribution:
Vice-Presidents
Committee Members
Permanent File

LINE: 60
SPACING: SINGLE
DRILLS: THREE EACH
GOAL: APPLY SKILL IN REVIEW
STRESS: ACCURACY

LESSONS

148–149

Review

148-A. Each line three times or two ½-minute timings on each line. Repeat in Lesson 149.

148-A. Tune up on these review lines

1 Those girls think their dress sales might bring extra cash.
2 Jacqueline was glad her family took five or six big prizes.
3 we 23 22 23 24 it 85 84 85 86 to 59 58 59 60 ur 74 73 74 75
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

148-B. Type to goal. ACCURACY: Each set three times, as a paragraph. SPEED: Each line three times, successively.

148-B. Increase skill on selective preview drills

4 AA age BB bit CC core DD down EE earth FF far GG get HH hot
5 II oil JJ just KK rock LL lava MM may NN one OO most PP pit
6 QQ quake RR our SS is TT two UU run VV five WW we ZZ dazzle

7 earthquake tremendous direction volcanoes opposite surround
8 science require deepest mixture mortal hurtle theory liquid
9 shaft chunk globe layer crust flea bite big one of it do so

148-C. Same routine as in 144-C, page 219.

To end lines evenly:
LINE: 70 TAB: 5
SI: 1.33—fairly easy

148-C. Sustain skill on easy, fluent paragraphs

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

In a day and age when most of our men 9
of science are looking far beyond the skies 17
into the heavens of space, it is interesting 26
to know that other men of science are 34
looking in the opposite direction, down 42
into the earth itself, to see what our world 51
is made of. Men already know more about 59
the space that surrounds our globe than 67
they do about what is in it. We know how 76
to hurtle a mortal hundreds of miles into 84
space; but the deepest hole we have made 92
in the earth is one oil well five miles deep, 101
and the deepest mining shaft is only two 110
miles deep. 112

There is much speculation about the 121
nature of the globe on which we live, most 130
of it based on where the echoes of earth- 138
quakes show up, plus what has been learned 147
from the study of volcanoes, all of which, 155
taken together, is something less than what 164
you could learn about the elephant by 172
studying a flea bite on the tip of its tail. 181
We know the earth is not a solid chunk of 189
rock, for example, because quake echoes 197
do not run through the globe the way they 206
would through a solid rock. We know, 213
similarly, that there must be liquid and 221
heat and tremendous pressure under our 229
shoes, for volcanic action and lava require 238
these. Putting such scant evidences to- 246
gether, the scientists built a theory. 254

The current thought is that the earth 263
is an iron ball surrounded by three layers 272
or shells, each made up of a different ma- 280
terial. The iron ball, which is known as the 289
inner core, is about fifteen hundred miles 298
thick. Around this ball is the outer core, a 307

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

mixture of nickel and iron so hot and under 316
such pressure that it is liquid; geologists 325
say they think that this layer is about 333
fourteen hundred miles thick. 339

The next layer is the big one, called the 349
mantle, which is about eighteen hundred 357
miles thick. The mantle is made of basalt, 366
the lava rock; and judging from the heat 374
of running lava, the mantle must have a 382
temperature of at least five thousand de- 390
grees. Basalt is so heavy, even in the oozing 400
stage, that mere granite practically floats 409
on it. 410

The final layer of the earth is the out- 420
side, known as the crust, made up of a thin 429
skin of light rocks, if you do not mind 437
thinking of the Rockies and Alps and other 445
granite mountains as being light. The depth 454
of this skin ranges from three miles under 463
some parts of oceans to some forty miles in 472
the highest, thickest parts of the continents. 481

Now, to get to the point of the matter, 491
what the scientists hope to do is to learn 500
whether their speculation is right. To this 509
end, a project has been started by the Na- 517
tional Science Foundation to locate one of 526
those thin places where it may occur with- 534
in two or three miles of the surface of the 543
sea; and having found it, to drill down 551
through the crust at the sea bottom into 559
the mantle with a pipe drill that is two or 568
three inches across—and seven or more 575
miles long! It will be a dazzling triumph 584
when the first mantle rock reaches Science's 593
hand. 594

To think of it puts perspective on our 604
own efforts, does it not? [START OVER] 609

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

148/149-D. Review the production problems of this part

Tables 41-43

FINANCIAL REPORTS
Paper: full, plain
Spacing: as shown
Position: center

From the letter below, lift the *Comparative Financial Results, January Through May* (modify the column headings) and type it in three styles:

TABLE 40. With *no* leaders after column 1. Review page 211.
TABLE 41. With *close* leaders, on a 50-space line. Review page 212.
TABLE 42. With *open* leaders, on a 60-space line. Review page 215.

Letter 72

BLOCKED LETTER WITH FINANCIAL STATEMENT
Shown: in elite
Paper: workbook 279
Line: 6 inches

June 5, 19—

TO OUR STOCKHOLDERS:

There are shown below the financial results of our operation for the five months ended May 31, with the corresponding figures for the same five months of last year:

In first column, note irregular linespacing, to keep the spacing consistent in the money columns.

	This Year	Last Year
Gross Revenue	$34,559,388	$32,984,787
Operating Expenses	29,653,710	27,402,135
Net Income before Federal Income Taxes	$ 4,905,678	$ 5,582,652
Estimated Federal Income Taxes	2,616,667	3,005,247
Net Income	$ 2,289,011	$ 2,577,405
Earnings per Share (880,000 Shares)	2.60	2.93

Although the earnings figure is lower for the first five months than it was last year, the operating expenses include several appropriations for activities that will continue throughout the year. Accordingly, there is reason to expect that earnings for the year will be equal, or nearly equal, to the record earnings that we enjoyed last year.

Very truly yours,

Chairman of the Board

Some executives wish their names to be typed in the reference position:

Vincent Young/URS

Manuscript 49

FIRST AND LAST PAGE OF 8-PAGE CONTRACT
Paper: plain, ruled
Spacing: double
Tab: 10, center

Subdivisions of a legal document are called "articles." They are indented to paragraph depth and underscored.

Assume this point starts page 8 of this agreement.

Signature rules divide page evenly, with 2 or 3 spaces left between them. Center the titles under the rules.

Please double space

2" top margin

A G R E E M E N T — center between rules

2#

THIS AGREEMENT, made the fifth day of June, 19—, by and between The Dwyer Construction Company, a corporation under the laws of the state of California, located at 1938 Mills Road, Oakland, California, hereinafter called The Contractor, and The Black-Gray Company, 1396 Sutter Street, San Francisco, California, hereinafter called The Owner.

WITNESSETH that the contractor and Owner, in consideration of the stimulations herein after named and made a part here of, agree as follows:

Article 1. Scope of Work. The Contractor agrees to ~~to~~ furnish all the materials and to perform all the works indicated on the drawings and described in the Specifications, entitled "Specifications, with Accompanying Drawings, Describing Materials to be Used and Labors to Be Performed in Constructing an Extention to the GARAGE of the Black-Gray Company at 1932-1934 Sutter Street, San Francisco, California," prepared by Mortimer Bell, 209 Ninth St., Sacramento, California, ~~and referred to and~~ acting as Architect and referred to as such in this Agreement, the General ~~tion~~ Conditions of the Contract, the Specifications, and the Drawings.

Article 2. Time for Completion. Work which is to be performed under this contract shall be commenced as soon as ~~is~~ possible after the signing of this agreement.

2#

1½" top margin

10 Article 8. The Contract Documents: The General Conditions of the Contract, the Specifications and Drawings, together with this Agreement, constitute the Contract, and are considered as much a part of the contract as if herein given.

2#

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the day and year first above written.

2#

FOR THE BLACK-GRAY COMPANY — FOR DWYER CONSTRUCTION COMPANY

3#

Executive Vice-President — President

3#

Witness for the Owner — Witness for the Contractor

2#

Test 6-A

TIMED WRITINGS ON PARAGRAPH COPY

Paper: workbook 283
Line: 70 spaces
Tab: paragraph 5
Spacing: double
Length: 5 minutes (2) or 10 minutes (1)
Grade: box below
SI: 1.34—easy-normal

LESSON

150

Progress Test on Part Six

Test 6

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 — 6-A — 6-B

Dear Mr. Wilson: We are pleased to learn that you have accepted our offer and that you will be joining our staff on the first of next month. We know that you have a big contribution to make to our sales effort, and all of us here in the home office will be pleased to meet you again and to welcome you to a desk in our Advertising Department. 13 49 25 61 38 74 51 87 64 100 70 106

We have made a few plans for your first weeks with us. You will start, of course, by becoming familiar with the company organization, getting to know the persons with whom you will work, and learning all you can about our products and our services. The first two days, you will report to Personnel for the regular orientation program in which you will learn a great deal not only about the company but also about all our employee policies—vacations, paydays, insurances, and so on. 83 120 96 133 109 146 122 159 134 171 148 185 160 197 169 206

Then, after you have been at your own desk long enough to become familiar with the duties that will be yours, you will spend two weeks making calls with one of our local salesmen. You will meet customers and hear the questions they raise. You will see what features of our products interest them and why. You will have a chance to visit some workrooms of our present customers and to see how these customers use our products; you will see what our merchandising problems are. And, you will learn much about the kinds of service we give our customers. 181 219 195 233 208 246 220 258 233 271 246 284 258 296 270 308 280 318

Our plans indicate that you will be busy with training for quite some time before you come to grips with your main duties. We believe that the training can be completed, however, several weeks before the time when our next promotion campaign, which will be your first major assignment, must get rolling. Thus, you will have opportunity to get acquainted with all aspects of the job before you start the campaign. 293 332 306 345 319 358 331 370 344 383 357 396 364 403

I am enclosing a contract for your position, Mr. Wilson. Please note that it covers all the elements that we talked about. We should like to have it back soon. If you would like help in your search for your new home, all of us here would be pleased to help. Let me state once again, Mr. Wilson, that we are pleased to have you join us. All of us are looking forward to your working with us. Yours very truly, [START OVER] 377 442 390 455 403 468 416 481 429 494 442 507 448 531

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13

5-MINUTE SPEED WITHIN 3 ERRORS

10-MINUTE SPEED WITHIN 6 ERRORS

55-up	A
50-54	B
40-49	C
35-39	D

If you make excessive errors, base speed on what you type prior to first excessive error.

Test 6-B

Letter 73

10-MINUTE WRITING ON 2-PAGE LETTER
Paper: workbook 285
Style: blocked
Body: 400 words
Start: machine set, carriage at date
Grade: box, page 231
SI: 1.38—normal

SPECIAL DIRECTIONS: Type a copy of the "Mr. Wilson" letter, page 231, altering the salutation, wording, and closing as may be necessary, so that it is from Bryant L. Gaynor, Advertising Director, to Charles P. Clarke, 402 Cochran Road, Pittsburgh, Pennsylvania 15228. Insert a subject line, centered in all capitals: *Welcome to the Family!* If you use plain paper, type a line 15 lines from the top, clear across the page, to represent the depth of a first-page letterhead. The 6-B word count includes appropriate allowances for the inside address and other opening lines (40), second-page heading (26), and letter closing (22).

Test 6-C

Table 44

5-MINUTE WRITING ON A FINANCIAL REPORT
Paper: workbook 287
Line: 70 spaces (not 65, as shown below)
Start: machine set, carriage at center
Grade: box, page 231

STATEMENT OF OPERATIONS 14

For Nine Months Ended September 30, 19— 41

43

Operating revenues		$77,763,296	63
Operating expenses:			68
Cost of materials	$25,135,401		80
Cost of services purchased	20,434,964		92
Maintenance of services	5,229,245		104
Amortization of conversion costs	199,697		116
Provision for depreciation	3,576,652		128
Federal income taxes	3,563,300		140
Other taxes	9,222,607		152
Total operating expenses		67,361,866	169
Operating income		$10,401,430	183
Other income		305,112	201
Gross income		$10,706,542	214
Nonoperational deductions:			221
Interest on long-term debt	$ 2,943,225		233
Miscellaneous other deductions	306,990		250
Total nonoperational deductions		3,250,215	267
Net income		$ 7,456,327	281
Dividends on preferred stock		618,751	299
Net income after preferred dividends		$ 6,837,576	312
Earnings per share of common stock		$1.34	335

Test 6-D

Manuscript 50

5-MINUTE WRITING ON AN AGREEMENT
Paper: workbook 288 or plain, ruled
Spacing: double
Start: machine set, carriage centered
Grade: box, page 231

If preferred, Tests 6-B, 6-C, and 6-D may be typed completely (maximum time for each: 15 minutes) and then be graded on this penalty basis:

PENALTY SCALE
—3 for each major error (top margin, line length, line-spacing, general correctness of form, etc.)
—2 for each minor error (blocking, aligning, centering, indenting, etc., of individual parts of the job)
—1 for each typographical error

GRADING SCALE
0-1 PENALTY ..... A
2-3 PENALTY ..... B
4-6 PENALTY C
7-8 PENALTY ..... D

1-inch top margin

A G R E E M E N T

THIS CONTRACT made and concluded this ~~eleventh day of June, 1964~~ one next Monday, by and between the Charinge Precision Corporation, of 315 Fourth Street, Terre Haute, Indiana, party of the first part, and Charles ~~L. Ferguson, 2828 Ruskin Street, Fort Worth, Texas~~ P. Clark 402 Cochran Road, Pittsburgh, Pennsylvania, party of the second part.

Article 1. Services. The said party of the second part covenants and agrees to and with the party of the first part, to furnish his services exclusively to the said party of the first part as ~~special demonstrator and representative~~ advertising manager for the period of one year, or twelve (12) calendar months, (start this beginning next month) beginning ~~July 1, 1964~~, and expiring ~~June 30, 1965;~~ (date this a year later) and the said party of the second part covenants and agrees to perform faithfully all duties incident to such employment.

Article 2. Wages. And the said party of the first part covenants and agrees to pay the said party of the second part, for the same, the sum of ~~seven~~ twelve thousand ~~two hundred~~ dollars ($12,000.00) ~~($7,200.00)~~, as follows: The sum of ~~eight hundred~~ one thousand dollars ($1,000.00) ~~($800.00)~~ on ~~July 31, 1964~~ (use end of next month), and an equal sum on the last day of each succeeding calendar month until the period of one year shall have expired. 2# here

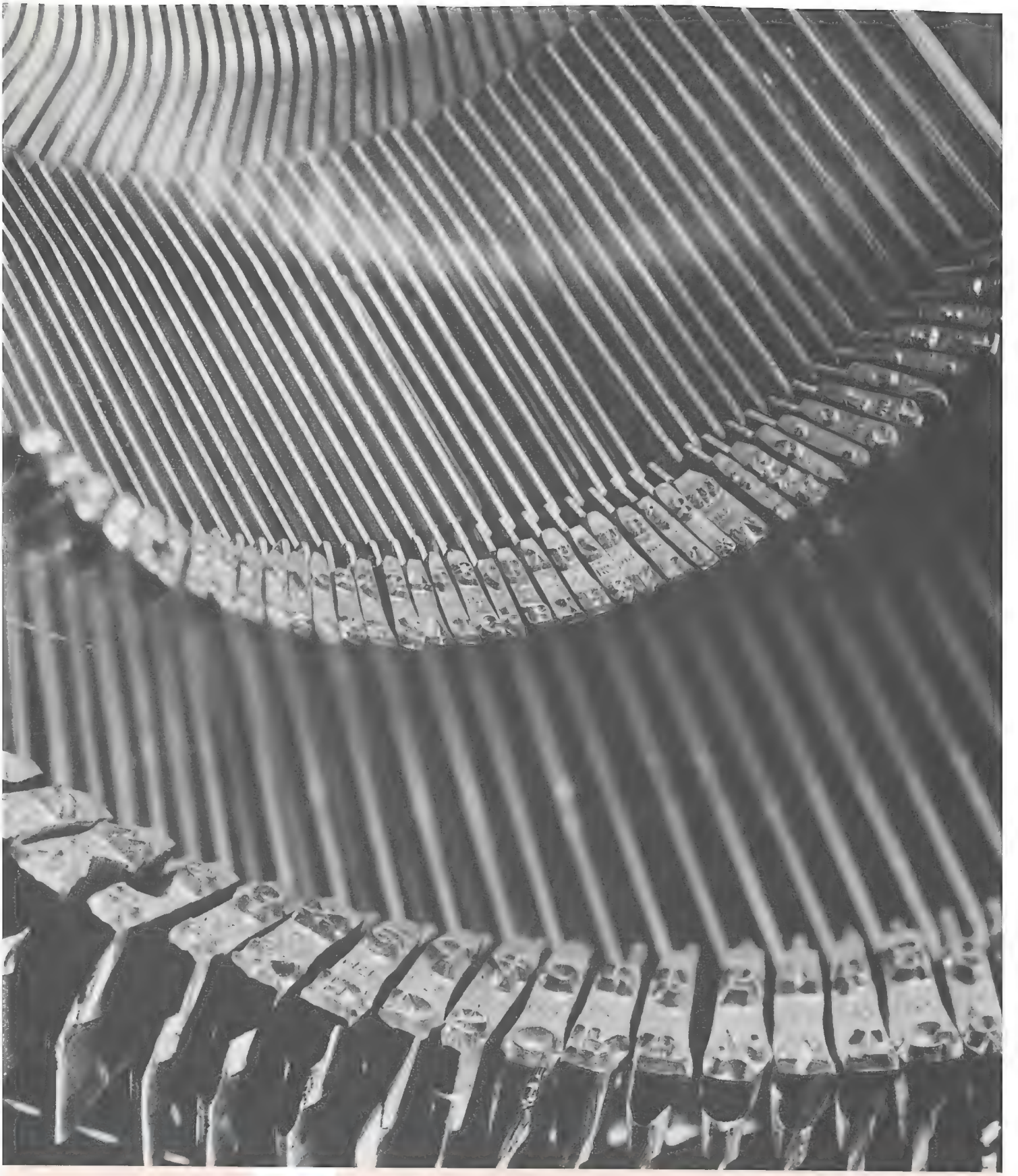
IN WITNESS WHEREOF, the parties to this Contract have hereunto set their hands the day and year first above written.

Charles ~~L.~~ Ferguson P. Clark — center

Bryant Gaynor, Vice-President

Witness to Signature — center

Witness to Signature



7

SKILL BUILDING • LETTER COPIES
RECORDS FORMS • 10-PAGE MANUAL

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: BOOST SKILL
STRESS: KEEPING HANDS AND WRISTS QUIET

Unit 25. Skill Development

LESSONS
151–152

Skill Drive

151-A. Each line three times, or a half-minute timing on each line. Repeat in Lesson 152.

151-A. Tune up on these review lines

1 Henry works with me and pays for the auto with the profits.
2 Mr. Pix was quick to admit frankly he gave Buzz the jewels.
3 Models 1028, 1039, 1047, and 1056 are all new for the year.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

151-B. If you make more than 2 errors, your goal in Lessons 151-152 is ACCURACY. If you make 2 or fewer errors, your goal should be SPEED.

151-B. Inventory your present skill

Take a 5-minute writing on page 236 (or copy the first two paragraphs; you should be able to complete them both in 4 minutes) to determine your practice goal for Lessons 151-152 and establish your present rate. The paragraphs are loaded with combinations like those drilled below.

151-C-D-E-F Drills: Target on your goal.

ACCURACY: Type each group (as though it were a paragraph) three times.

SPEED: Type each line three consecutive times.

BOTH: Stress very smooth typing, accelerating very slowly and gradually.

151-C. Improve control on one-hand preview words

4 decade only barber serve trade only area were was you at in
5 created look aware start look grew join read look red as on
6 based upon wares kill fact jump base bar him see hum red up

151-D. Improve control on double-letter preview words

7 success office accept recall added skill look keep soon all
8 shopper filled little common seeks goods well been sell see
9 applied looked appear really proof small tool book need too
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

Hold your wrists as motionless as you can; make your fingers do the up-down reaching.

151-E. Improve control on vertical-reach preview words

10 control served design prove shown find some firm him one in
11 special permit symbol point often long from item con fun on
12 nickname picture hasn't buyers known man's know bent any no
13 employed because became nature brand sixth many very not be

151-F. Improve control on horizontal-motion preview words

14 changed similar market nature could early part have boy out
15 popular stories others patent meant cough what with ago had
16 register brands basics should shown white take that how his
17 shorted however taking barber which basis this show can day
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

151-G. You should now be able to type faster and smoother, with fewer errors and hesitations.

151-G. Repeat 151-B. to measure your progress

A trademark is often a picture, symbol, word, mark, or 12
figure used to make some product stand out from all others. 24
At first, pictures or symbols were used because most people 36
could not read or write. Do you recall the barber pole and 48
its red and white stripes? You really did not have to know 60
SI 1.20— easy how to read to know what it meant. The pole served as sign 72
of the fact that one seeking a barber could find him there. 84

In the early days, goods were purchased because of the 96
worker's reputation. If the craftsman was skilled with the 108
tools of his trade, he did not have to affix a tag or label 120
to the product he had made; folks knew him and knew that an 132
item he had made was good. But as others began to make and 144
SI 1.25— easy offer similar products, each man applied some kind of mark, 156
as a sign that the product was his and that he stood by it. 168

So long as firms were small and the buyers lived near, 12 180
control was not too much of a problem. But as machine-made 24 192
goods appeared and as the markets grew, customers would ask 36 204
for brands. At first, a man had to prove in court that his 48 216
was the first product of that nature so branded. Now, laws 60 228
SI 1.30— fairly easy permit anyone to register a trademark at the patent office. 72 240
This step taken, no such mark can be used on similar goods. 84 252

The stories of how makers first came to pick their own 96 264
trademarks would be fun to read. A study of the first ones 108 276
would show a trend toward pictures and common names; a very 120 288
good case in point is the popular cough drop that has never 132 300
had its whiskers trimmed. Some firms have created words to 144 312
SI 1.35— fairly easy depict their wares, and the public has added many a special 156 324
nickname. Symbols are becoming very popular as trademarks. 168 336

Many of our brands have been shown for decades without 180 348
basic changes in design. On the other hand, one large firm 192 360
just made its sixth change in four years. One popular mark 204 372
resulted from a schoolboy contest fifty years ago which led 216 384
to national favor. Still another has made such good use of 228 396
SI 1.40— normal color and design that the mark is displayed on every box of 240 408
this item. A study of trademarks should be <u>most</u> rewarding! 254 422

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

GOAL: SAME AS IN LESSON 151

152-B-C-D-E Drills:

ACCURACY: Type groups of lines as though they were paragraphs: Each alphabetic group four times, each alternate-hand group two times.

SPEED: Type each line by itself: alphabetic lines twice, alternate-hand lines four times.

152-D-E. Alternate plan:

1. Take ½-minute timed writings on line 33 until you set a new record for speed without an error.
2. Take 1-minute timed writings on lines 33-35 together until you can match the (1) record.
3. Take ½-minute timed writings on line 30 until you match same record.
4. Take 1-minute timed writings on lines 30-32 together until you can match the same record.
5. Repeat the same four steps on lines 36-41.

152-F. To measure your progress over 151-B, take a 5-minute writing from page 236, starting with the third paragraph; or copy paragraphs 3 and 4.

152-A. Repeat the 151-A tune-up on page 235

152-B. Increase skill through selective rhythm practice

18 was six big quo jam key cod pet zoo fin the run vim ask lot
19 five joke left quiz hump race taxi bows give boys went down
20 extra prove amaze jumbo squad right frank while climb young
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12
21 and dig for the she own but did man may big cut got pay six
22 lake work firm them name down busy with rich bowl when hand
23 visit forms their fight blame vigor girls turns sight vigor

152-C. Increase skill through selective word-line practice

24 penalize quickly models would fight jinx oven man but or is
25 extremes amazing follow block quiet jade very got his by up
26 figuring twelves behind quick jumps lazy left fix put or if
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12
27 neighbor bicycle profit gowns blame rock owns key dog is it
28 quantity problem handle shape docks town lamb hay cow or by
29 chairman torment island laugh throw soap turn men bit to do

152-D. Increase skill through selective sentence practice (1)

30 Max realizes by now that Jack Paige worked quite fervently.
31 Judge Quick fined Buzz sixty dollars and waived his permit.
32 Dixie loves pizzas and got quite a few when Jary came back.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12
33 Henry did cut the eye a bit and may go to the city for aid.
34 Alene got a giant fish for the dog and paid me for the box.
35 Dick paid their firm to handle the audit forms for the men.

152-E. Increase skill through selective sentence practice (2)

36 Jarve is quite lazy, but he expects to fix Gwen's darkroom.
37 Val and Diz requested that Jim Golfway keep the next batch.
38 Rex Flavick sings amazingly well and hopes for a quiet job.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12
39 Six or eight maps go to the chairman of the downtown panel.
40 The profits for their work paid for eighty bushels of corn.
41 The neighbor may cut the hay for them if the land is right.

152-F. Measure your progress

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: BOOST SKILL
STRESS: MAINTAINING BRISK, EVEN STROKES

LESSONS

153–154

Skill Drive

153-A. Each line three times, or a half-minute writing on each line. Repeat in Lesson 154.

153-A. Tune up on these review lines

Jane's neighbor kept the dog and also paid for the big pen.
Jacques picked five boxes of oranges while Diz stayed home.
Adding 10 and 28 and 39 and 47 and 56 gives a total of 180.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

153-B. A five-minute writing on page 239 or copy once the first two paragraphs. If you make 3 or more errors, your goal is accuracy; fewer, your goal is speed.

153-B. Confirm your present level of skill

153-C. Type to your goal.

ACCURACY: Type each group (as though it were a paragraph) three times.

SPEED: Type each line three consecutive times.

153-C. Speed up by practicing alternate-hand sentences

He and Jay may aid the man and cut the hay for the big cow.
He did fix the pen for the sow and may bid for the big tub.
The coal firm also paid them when they laid down rock jams.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12
Rodney signs the eight forms when the usual audit is right.
The chairman of their panel may handle the problem of maps.
The duty they paid irks them when they work with such risk.

153-D. Type to your goal.

ACCURACY: Two copies.

SPEED: Each line as it is shown, two times. SI 1.16—easy

153-D. Sustain the new rate on an easy alphabetic paragraph

If you are like me, now and then you have to jog your- 12
self out of your rut to take a look at the world all around 24
you. It is easy, quite easy, to get lost in our work. One 36
way to wake yourself up someday, just for an example, is to 48
get up early enough to leave early enough to walk the first 60
mile or two on your way to school or office or wherever you 72
are going first thing that day. You will be amazed at what 84
there is for you to see and hear and sense; and the feeling 96
of being back in step with the world will buoy you all day! 108
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

153-E. Type to your goal.

ACCURACY: Lines 11-13 four times each; lines 14-16 two times each.

SPEED: Lines 11-13 two times each; lines 14-16 four times each, fast.

153-E. Strengthen skill by selective preview practice

frequent country welcome allows seldom enjoy many grow long
diseased weeding machine almost Oregon cared crop mint wilt
anywhere subject acreage thrive raised truck tank once very
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12
course their field time with will like how sun the it as or
worker about there last been half into one has and at of to
summer sight these when from also this few you for by in is

153-F. Repeat 153-B to measure your progress.

153-F. Measure your progress in sustained typing

To end lines evenly, LINE: 60, TAB: 5.
Use double spacing. SI: 1.25—easy

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

MINTING GOLD FROM OIL

The next time you delight in the flavor 9
of peppermint, put in a word for Oregon, 17
won't you? It is likely that the mint you 26
enjoy came from there, because more mint 34
is raised in Oregon than anywhere else. 42
It just happens that Oregon, with its 50
rich soil and its frequent but light rains, 59
is one of the few places in the country 67
where mint can be grown as a crop, just as 75
other parts of the country grow sugar beets 84
or corn or what have you. For a long time, 93
mint was raised only in the middle valley 101
of the state; but now you can see and sniff 110
those green, beautiful fields all over the 119
state. 120

CULTIVATION

The mint plants are set out in the field 130
in rows about two feet apart, which allows 139
room for cultivating even when the little 147
plants have grown into bushes about a 155
foot and a half high. Mint has to be cared 164
for like a baby, for it is subject to many 172
diseases, most of which make the mint 180
plant wilt; and once a mint field has be- 188
come diseased, it will be many years before 197
the acreage will again produce a good and 205
pure crop. To ripen, the plants must have a 214
hot summer sun precisely like the one that 223
Oregon has on tap every summer. 229

Weeds are a bit of a minor problem, or 239
used to be, for they thrive on the same 247
things that mint needs; but someone found 256
that geese do not like mint but do enjoy 264
the kinds of weeds and grass that grow in 272
mint fields; so the sight of a flock of geese, 282
busy at the task of weeding out a field for 291
a farmer, is a common and welcome one 298
throughout the state. 303

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

PROCESSING

When it is sunripe and mature, the mint 313
crop is mowed, just like hay, and dried 321
for two or three days. Then it is fed into 330
a machine that chops the plants into little 338
pieces and flows them into trucks that are 347
tank cars. To pack the mint hay solidly in 356
the tank, teams of young workers tramp, 364
tramp, tramp the flow of hay until the tank 373
is packed full. 376

Off goes the tank truck to the mint 385
distillery. There a cover is secured on the 394
tank and live steam is piped into it for 402
about an hour and a half, cooking the hay. 411
The mint stews in the steam; a vapor of 419
mint oil and steam rises and is drawn 427
through a condenser, which separates the 435
water and mint oil. The mint oil that flows 444
into storage drums is as clear as crystal 452
and so pungent that it makes your nostrils 461
quiver even if you're a good half mile from 470
the distillery. 473

THE FINANCIAL PICTURE

There is not a mint of money in mint 483
growing, but it's still a lucrative business 492
for the top growers. One ton of mint hay 500
is the produce of some three acres. A drum 509
of oil is the extract of about three tons of 518
hay. A drum is worth about two thousand 526
dollars, take or add a little, according to 535
the market. This means a mint farmer can 543
earn about two hundred dollars an acre, 551
but from that he must take all the cost of 560
planting and raising and harvesting the 568
crop. Even so, there is a profit in a normal 577
year; and if you are able to count your 585
acres by the hundreds, you will find you 593
have struck oil, the golden kind, straight 602
from the Oregon mint. 606

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

GOAL: SAME AS IN LESSON 153

154-A. Repeat the 153-A tune-up on page 238

154-B. Type to your goal.

ACCURACY: Lines 17-20 (as a paragraph) four times; and lines 21-24 (as a paragraph) twice.

SPEED: Lines 17-20 two times each; lines 21-24 four fast times each.

154-B. Increase skill through selective sentence practice

17 Clyde fixed quaint puzzles to give to John, Mark, and Webb.
18 Vick's big squad of experts clearly won three major prizes.
19 Jacques was amazed by Vi's skill and fixed her a good part.
20 Five or six big Zero planes sent by Mac to GHQ were junked.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

21 Both the town and city may make the firm fix both big oaks.
22 They got paid for both the corn and fish but kept the hams.
23 Dick got both the land and auto but paid for half the lake.
24 When the busy man paid the men, the city got keys for them.

154-C. Type to your goal.

ACCURACY: Type entire selection two times.

SPEED: Type individual paragraphs twice each.

ALTERNATE PLAN: Take 1-minute writings on paragraph 25 until you set a new speed record without error; then do similarly on each of the other paragraphs until you equal on each the paragraph 25 record.

154-C. Sustain skill on developmental paragraphs

25 Each time we plan to get out of town and buy some 11
house out where no one else is, I think of the old man 22
I know who had the same wish as we; each time he moved 33
out, the town caught up with him. SI 1.00—very easy 40

26 The day that most dads dread most is the day when 11 51
junior is old enough to drive a car. On that day, one 22 62
man groaned, his son became tall enough to drive a car 33 73
but too short to pay for the gas. SI 1.10—easy 40 80

27 If you live near a main road that leads to a lake 11 91
or seashore, you can tell when summer has come: Count 22 102
the autos that have a boat in tow. They swish by like 33 113
an avalanche of hopeful sunshine. SI 1.20—easy 40 120

28 Loyalty to a team is a great thing, but I noticed 11 131
just recently that the sport screaming loudest for the 22 142
head of the coach of a losing team was the guy who had 33 153
cheered loudest in its victories. SI 1.30—fairly easy 40 160

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11

154-D. Type to your goal.

ACCURACY: Lines 29-31, as a paragraph, four times; lines 32-34 two times.

SPEED: Lines 29-31 two times each, lines 32-34 four fast times each.

154-D. Strengthen skill by selective preview practice

29 harvesting nostrils crystal secured packed vapor steam drum
30 distillery planting extract growers you're stews piped tank
31 lucrative condenser pungent sunripe tramps acres mowed cars

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

32 just like | must find | that are | for the | is not | but it is | as if
33 that flow | from this | will you | all the | or add | and if it | or so
34 will find | that they | when the | and for | if you | are by it | to us

154-E. To measure your progress over 153-B, take a 5-minute writing from page 239, starting at the top of column 2; or copy its first two paragraphs.

154-E. Measure your progress

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: AS DIRECTED
GOAL: BOOST CONTROL OF FIGURE KEYS
STRESS: EYES ON COPY

LESSONS

155–156

Figures Drive

155-A. Three times each. Repeat in Lesson 156.

155-A. Tune up on these easy review lines

1 Both the firm and city own half the lake and half the land.
2 Jo's brain is taxed with a very fine quiz on black pigment.
3 Type 1 and 2 and 3 and 4 and 5 and 6 and 7 and 8 [Continue to 50]

155-B. Two copies with eyes rigidly on copy, or a 3-minute writing.

155-B. Measure your skill on a technical paragraph

4 Congress certified the silver dollar on April 2, 1792. 12
The first one was minted in 1794. It weighed 416 grains of 24
silver, 892.4 fine. Mintage of dollars ceased between 1804 36
and 1836, 1873 and 1878, 1904 and 1921, and after 1935. In 48
all, 855,661,153 dollars were made in five different mints. 60
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

155-C. Each line three times, plus twice more if the number is one which you mistyped in 155-B, plus twice more if you or anyone else catches you raising your eyes as you type each drill.

155-C. Improve control on individual number keys

5 aa 11 Of 111 teams, 11 were great, 11 poor, and 11 average.
6 ss 22 The 22 boys brought 22 gloves, 22 balls, and 22 bats.
7 dd 33 They gave me 33 boxes of the 33 kinds of No. 33 tape.
8 ff 44 Bingo game No. 44 had 44 players and paid 44 dollars.
9 ff 55 Car 55 comes out of the 55th Precinct on 55th Street.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12
10 ;; 00 Figures like 010, 0010, and 00010 are just simply 10.
11 ll 99 When adding 9, 99, and 999, the sum can't be a 9,999.
12 kk 88 Club 88, on 88th, has 88 members paying 88 per month.
13 jj 77 No. 7 showed 77 times for No. 77 and for 777 dollars.
14 jj 66 I drove on Route 66 for 66 miles at 66 miles an hour.

155-D. If your allover basic need is for surer ACCURACY, type the three lines, as a paragraph, three times. But if your need is for SPEED, type each line three times.

155-D. Increase fluency by typing "we 23" combinations

15 we 23 24 25 two 529 530 531 rip 480 481 482 put 075 076 077
16 it 85 86 87 our 974 975 976 wet 235 236 237 eye 363 364 365
17 or 94 95 96 woo 299 300 301 rut 475 476 477 pie 083 084 085

155-E. Type two copies, earnestly trying to type at a steady, unbroken pace with your eyes kept rigidly on the copy.

155-E. Strengthen skill on cumulative-count groups

18 6701 8202 6303 7204 8705 9606 2707 1008 7409 8510 9311 8212
19 7613 6714 7015 6116 1017 5618 4919 3920 2821 1622 1723 1624
20 9725 8626 6727 5028 4729 3930 2831 7632 6733 6534 7435 1036
21 8737 1938 6739 9340 8241 7742 9843 9044 5645 4046 3947 2848
22 8049 3850 4851 2852 9453 5954 8955 9356 9857 9958 9059 4860

155-F. Repeat 155-B to measure your progress

156-B. Two copies with eyes rigidly on the copy or a 3-minute writing.

If you make two or more errors, your goal should be accuracy; fewer than two, the goal is speed.

156-A. Repeat the tune-up on page 241

156-B. Measure your skill on a technical paragraph

23 The men asked for a 15% increase across the board, but 12
they settled—if that is the word—for a 10% one. My raise 24
was for $12.50 a week, bringing me from $125.00 to $137.50, 36
which increased my annual salary to $6,500.00. When all my 48
deductions were out—about 18%—my take-home was $5,300.00. 60
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

156-C-D-E Pattern:

ACCURACY: The one-line drills alternately three times (plus once more if you missed the symbol in 156-B), then the three-line paragraph twice.

SPEED: Each one-line drill twice (plus once more if you missed the symbol in 156-B), then the paragraph three times very steadily.

156-C. Improve control of the $ key

24 fff f4f f44 f4$ f$$ fff f4f f44 f4$ f$$ $4 $44 $444 $44.44.
25 They asked for $10 and $28 and $39 and $47 and $56 at once.
26 The 1903 dollar was $1,500 in 1962 and went up $30 one 12
year later, to $1,530. The 1898 mintings varied greatly in 24
cost after 1950: $300, $10, $6, $7, $38, and $350 in 1964. 36
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

156-D. Improve control of % key

27 fff f5f f55 f5% f%% fff f5f f55 f5% f%% 5% 55% 555% 55.55%.
28 Our daily totals went from 10% to 28% to 39% to 47% to 56%.
29 My decision: freshmen, 15%; sophomores, 20%; juniors, 12
30%; and seniors, 35%. As it turned out, freshmen got 20%; 24
sophomores, 30%; and juniors and seniors received 25% each. 36
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

156-E. Improve control of the hyphen key

30 ;;; ;-; ;— ;;; ;-; ;— ;;; ;-; ;— ;;; ;-; ;— ;;; ;-; ;—
31 These are some prefixes: for-, com-, pre-, con-, and mis-.
32 My in-laws own a sock-manufacturing firm; they concen- 12
trate on off-color two-tone patterns, like green-yellow and 24
orange-brown, or pink-red against slate-gray, and the like. 36
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

156-F. Type to your goal.

ACCURACY: The group of lines three times.

SPEED: Individual lines three times each.

156-F. Regain fluency by typing "we 23" combinations

33 we 23 22 21 two 529 528 527 rip 480 479 478 put 075 074 073
34 it 85 84 83 our 974 973 972 wet 235 234 233 eye 363 362 361
35 to 59 58 57 woo 299 298 297 rut 475 474 473 pie 083 082 081
36 up 70 69 68 rye 463 462 461 pep 030 029 028 too 599 598 597
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

156-G. Repeat 156-B to measure your progress

LINE: 60
TAB: 5
SPACING: SINGLE
GOALS: STABILIZE SKILL; MAKE COPIES
STRESS: SHARP, MULTICOPY STROKING

LESSONS

Unit 26. Correspondence

157–158

Letter Copies

157-A. Each line three or more times. Repeat fully in Lesson 158.

157-A. Tune up on these review lines

1 Rod can use the new car and let Dad fix the old one for me.
2 Working quietly, Max alphabetized the census of vital jobs.
3 Pair patterns are typed like this: 10 & 28 & 39 & 47 & 56.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

157-B. Change to double spacing. Confirm margin settings for a 60-space line (copy aligns if you observe bell correctly).

Type paragraphs 4 and 5 in Lesson 157, paragraphs 6 and 7 in Lesson 158. Repeat each paragraph until it is typed with no or with only one error.

SI 1.42—normal, average.

157-B. Sustain skill on copy of normal difficulty

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

4 When a man has more mail to handle than he can manage, he hires 14
someone to help him with it. He expects to decide what is to be said 28
in each letter and then, having said it, to leave to the person he hired 42
the responsibility of doing whatever else has to be done to complete 56
the communication. 60

5 The boss assumes that his helper will check the dates, names, 76
addresses, amounts, times, and the like. He assumes that the helper 89
will provide the salutation and the closing phrase, or correct the ones 104
dictated if they are incorrect. He assumes that the helper will divide 118
the letter body into proper paragraphs, will give appropriate display 132
to subject and attention lines and body quotations or tables, and 145
will handle the carbon copies. These are what he is paid to do. 158

6 Making and handling the copies is more of a chore than one might 174
at first anticipate. To start with, there should be a copy for the files; 189
and this copy must bear a complete record of the distribution of all 203
copies of the letter. If the firm is large enough to be departmentalized, 218
a copy may be needed for another department. If the letter concerns 231
a third person, perhaps he should receive a copy. The typist must 245
plan his carbons with care lest he not have enough. A wise typist 258
always makes a spare copy or two, to play safe! 268

7 Sometimes the employer may wish to send someone a copy of a 282
letter he has received; he tells his secretary so. In large firms, the 296
secretary can make the copy in a second or two on a photocopying 309
machine. But if there is no machine, or if the one in that office is out 324
of order or is reserved for the work of someone else, then the helper 338
must know not only how to type the copy but also how to show it is 352
a copy and not the original letter. Sometimes the employer wishes to 366
send just part of a letter, copied from an incoming one, to another 379
department for a follow-up; the typist must know how a transfer 392
sheet is used for such purposes. The typist has to be very expert in 406
working with many kinds of copies. 413

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

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ALTERNATE PLAN

1. Take a 3- or 5-minute writing. Type a full line of each word you missed.
2. Type three times each all the lines you typed in the timed effort, plus one more line of copy.
3. Repeat the first step to see whether you cover all the practiced copy in the same time but with no additional errors.

NOTE: Attach to each letter all the materials to be enclosed with it.

157/158-C. Apply skill to an integrated letter series

Letter 74

BLOCKED LETTER
Paper: workbook 297*
Paragraphs: 3
Carbons: file and letter 75 enclosure
Body: 113 words
Enclosures: original of Letter 77
SI: 1.45—average

*Or plain paper on which you rule or crease a line across the page 1½ inches from the top to represent the depth of a letterhead.

Your employer is Frank G. Harris, sales manager of Judd-Kane, Inc. He prefers the blocked form as illustrated on page 206. This letter is to Mr. E. L. Houston, Manager, United Appliances Company, 1851 Diversey Parkway, Chicago, Illinois 60614. Provide all missing elements. 11 28 44

Last December you were kind enough to send us a fine letter concerning the services that Judd-Kane had extended to you during your first year as a Judd-Kane agency; I am enclosing a copy of your letter on the chance you may not have one at hand. If you still feel as enthusiastic about our services as you did when you sent that letter, we should like your permission to quote your last sentence in one of a series of promotion newsletters that we are planning to develop as an additional service to our dealer network. We should be very happy, Mr. Houston, to receive a letter of permission from you. CLOSING LINES. 58 71 85 100 114 127 141 156 183

Letter 75

BLOCKED LETTER
Paper: workbook 299
Paragraphs: 5
Carbons: file only
Body: 181 words
Enclosures: copies of Letters 74, 77
SI: 1.40—average

Mr. Harris prefers numbered paragraphs to be displayed as shown on page 80.

This letter is to Miss Jeannette Rawlins, Graham-Jacobs Agency, 5475 Bulwer Avenue, St. Louis, Missouri 63155. OPENING LINES. 21 31

Thank you very much for bringing us up to date on the status of the plans you are developing for our campaign to recruit more dealers in the southern states. Let me answer the questions you raised: (1) While there are a few details that I should like to discuss with you, the general plan has the full approval of our Executive Committee. (2) I have reviewed a number of recent letters from our dealers to find one with a good "quotable quote" that might be suitable for your purpose. I am enclosing a copy of it. I have written to my correspondent to ask his permission for us to quote him; I am enclosing a copy of this letter. (3) Yes, I think we are ready to establish a schedule for putting the campaign in action; I should appreciate your suggesting one that would fit the design of your campaign. I expect to be in St. Louis in about two weeks. Do you think we could meet at your office then and iron out the final details of the campaign? CLOSING LINES. 44 58 74 89 101 118 132 147 162 178 192 208 222 235 253

Letter 76

BLOCKED LETTER
Paper: workbook 301
Paragraphs: 3
Carbons: file only
Body: 82 words
SI: 1.34—easy-normal

Mr. Harris permits use of company signature when it helps letter placement.

This letter, to be issued over your signature as "assistant to Mr. Harris," is to Reservations Manager, Sheraton-Jefferson Hotel, 415 North 12 Boulevard, St. Louis, Missouri 63155. OPENING LINES. 19 36 39

Please make a reservation for Mr. Frank G. Harris, sales manager of this firm. Mr. Harris would like a single room, with either shower or bath, for five nights beginning [*insert date of second Sunday from now*]. He will arrive by air late in the day and is willing to make a deposit to assure that a room is held for him. Please let us have a confirmation of this reservation and let us know whether you wish us to make a deposit on the room. CLOSING LINES. 53 68 80 92 107 120 138

Letter 77

COPY OF AN INCOMING SEMIBLOCKED LETTER
Paper: plain, full
Copies: original for Letter 74 enc. plus carbon in 74 file, carbon as 75 enc., carbon for 75 file
SI: 1.56—difficult

UNITED APPLIANCES COMPANY — LINE 6 (15)

1851 Diversey Parkway — LINE 8 (31)

Chicago, Illinois 60614 — LINE 10 (49)

December 21, 19--

C O P Y

Mr. Frank G. Harris
Sales Manager
Judd-Kane, Inc.
1410 Glenarm Street
Denver, Colorado 80202

Dear Mr. Harris:

This is not the usual kind of letter in which a dealer writes to protest about something. To the contrary, it is a letter of appreciation.

We have now been handling Judd-Kane television and radio sets for almost exactly one year. In that time we have sold more than a thousand J-K products. At no time have we had to wait for deliveries. At no time have we suffered either loss or inconvenience from shipping damages. At all times your firm moved promptly and effectively to serve our needs.

So, this is just a quiet note to let you know that at least one of your dealers truly appreciates the service that Judd-Kane gives its dealers. It's a real privilege, we feel, to carry the J-K sign on our door and to represent you in Chicago.

Yours very sincerely,

UNITED APPLIANCES COMPANY

(SIGNED)

E. L. Houston, Manager

FTT/urs

Exact Copy of an Incoming Semiblocked Letter

Typist makes exact, line-for-line copy (even including errors, if any), adding only the parts (shown here in color) that identify it as a copy, not original.

LINE: 60
TAB: 5
SPACING: SINGLE
GOALS: BUILD SKILL, MASTER "BCC"
STRESS: STROKING FOR CARBON COPIES

LESSONS

159–160

Letter Copies

159-A. Tune up on these review lines

159-A. Each line three or more times. Repeat fully in Lesson 160.

1 You may ask her for the old oak box she had him get for us.
2 James lazily picked the big onyx rings off the woven quilt.
3 The five maple boards measured 10", 28", 39", 47", and 56".
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

159-B. Extend skill on copy of normal difficulty

159-B. Change to double spacing. Confirm margin settings for a 60-space line (copy aligns if you observe bell correctly).

Type each paragraph one or more times—until it is typed with no or only one error. You may wish to divide this practice between 159 and 160.

SI 1.37—normal, average

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

4 There are two kinds of carbon copy notations, and they are used 14
so frequently that the typist should know of both. 24

5 The first is the one that is typed below the reference symbols to 39
assure the addressee that other persons involved in the matter at 53
hand have been informed. If Mr. Harris is writing to Mr. Dole to 66
tell him that Mr. White will make an adjustment in a bill, Mr. Dole 79
will be reassured if he sees the expected "cc Mr. White" note at the 93
foot of the letter. 97

6 The second kind of note is the one that is made when a copy of a 112
letter is to go to a third party without the fact being told to the ad- 126
dressee of the letter. For example, if a customer writes you an angry 141
letter, you might answer him gently but hustle a copy of his letter 154
and of yours to your local agent with the request that he check into 168
the matter. Or, again, suppose your firm is worried about a flaw in 182
one of its products; you might have been asked to relay to some 195
department copies of all the correspondence about the item. 207

7 When a copy is to be sent without the knowledge of the addressee, 222
the fact should not be shown on the original, of course, but has to be 236
written on the copy itself and on the file copy. When the typist 249
finishes the letter and removes it from his machine, he peels off the 263
original copy and any others on which the notation is not to appear; 277
then he puts the rest of the carbon pack back into the machine and 291
types the notation at the left margin, about an inch from the top of 304
the paper. The notation consists of the letters "bcc"—blind carbon 318
copy—and the name of the department or person to whom the copy 331
is to be sent; if several copies are to be distributed, the letter may have 346
both "cc" and "bcc" notes. 353
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

TOP OF PAGE:

```
bcc Accounting
bcc Miss Carr
bcc Mr. French
```

BOTTOM OF PAGE:

```
cc Mr. Jones
cc Miss Smith
cc Lima Office
```

If you lack the workbook letterheads, use plain paper on which you show the depth of a letterhead by a ruled line or crease 1½ inches from the top.

159/160-C. Apply skill to an integrated letter series

bcc Roswell Factory Shipping Department
bcc Mr. Hodges—fourth complaint this week!

September 22, 19—

Type "bcc" notation after removing the original and carbon copies that are not to carry this note.

Mr. Marti
Silverman
388 Buena
Albuquerq

Dear Mr. S

Thank you
the marri
televisio
assure yo

I am havi
you. Plea
in which
you are v
Allied Ca
He will d
relieve y

Again let
inconveni
you wish

urs
cc Allied
cc Mr. Pi

JUDD-KANE, INC.

CABLE ADDRESS: JUDKANDEN

1410 GLENARM STREET • DENVER, COLORADO 80202 • TABOR 5-7500

September 22, 19— 4

Please retype on full-size stationery 7

Mr. Martin T. Silverman 12
Silverman & Brothers, Inc. 17
388 Buena Vista Plaza 22
Albuquerque, New Mexico 87101 28

29

Dear Mr. Silverman: 33

34

Thank you very much for ~~calling~~ bringing our attention ~~to~~ 44
the marring of the finish on three of the twelve 54
television sets that you received last week. I 64
assure you that your chagrin is matched by ours. 74

75

I am having three replacement sets expressed to 84
you. # Please ~~return~~ keep the damaged sets and the boxes 94
in which they came, if you still have them, until 104
you are visited within a week or so by an agent of 114
Allied Carrier Group, which insures our shipments. 125
He will decide on the disposition of the sets and 135
relieve you of them. 139

140

Again let me say that we are sorry you have been 150
inconvenienced. If there is any further action 159
you wish us to take, please let ~~us~~ me know. 168

169

Very sincerely yours, 174

176

Frank G. Harris 180
Sales Manager 185

urs 189
cc Allied Carrier
cc Mr. Pierson 192

Letter 78

BLOCKED LETTER
Paper: workbook 303
Carbons: two cc's, two bcc's, one file
Body: 123 words
SI: 1.42—normal

Blocked Business Letter on Baronial Stationery, with CC and BCC notations

Letter 79

BLOCKED LETTER
Paper: workbook 305
Carbons: two bcc's, two cc's, one file
Paragraphs: 3
Body: 119 words and attention line
SI: 1.40—normal

This letter is from Mr. Harris to Allied Carrier Group, Inc., 1800 First Trust Building, 1448 West Ninth Street, Phoenix, Arizona 85026, attention of Mr. J. T. Norge. Provide bcc copies for the Roswell Factory and Mr. Hodges. Provide cc copies for Mr. Kearn and Mr. Pierson. Identify the enclosure as "Silverman letter." Provide all missing elements. 20 45 49 57

This letter is to confirm our telephone call about the three damaged TV sets delivered two days ago to the retail store of Silverman & Brothers, Inc., in Albuquerque. Protection against this damage is our Policy No. 88-3617 with you. As you will note from the letter enclosed, we have asked the store to hold the damaged TV sets and the crates in which they arrived until your agent can pick them up. We are also asking Mr. John Pierson, our own agent, to view these materials to see what change, if any, ought to be made in our crates. When you are ready to settle this case, please write our counsel, Mr. Ralph E. Kearn, at this address. CLOSING LINES. 74 88 102 117 131 145 159 173 188 208

Letter 80

BLOCKED LETTER
Paper: workbook 307
Carbons: ?
Paragraphs: 3
Body: 149 words
SI: 1.36—easy-normal

This letter is to Mr. John F. Pierson, Field Service, Inc., 3274 West Desert Road, Tucson, Arizona 85702. Provide bcc copies for Mr. Hodges and Mr. Kearn. Provide a cc copy for the Roswell Factory. Identify the enclosure letters. Because Pierson and Harris are friends, this is a "Dear Jack" letter. OPENING LINES. 22 24 39 41

As you will see from the enclosed carbon copies, we have one more case of a damaged shipment to Silverman's, in Albuquerque—the third case in two years. If you can, Jack, fly that Apache of yours over to our factory in Roswell, to see the exact steps used in crating our TV sets; then fly over for a look at the sets and crates at Silverman's before the Allied agent picks them up. I know this is a great deal of trouble for three little TV sets, but there may be more involved than meets the eye. I shall be most interested in what you may find out. Who is at fault? Our men at the factory, the truck driver, or someone at the store? Although I am very anxious for your report, Jack, take enough time to dig out the facts and tie them together for us. CLOSING. 56 68 84 99 113 127 141 156 170 184 212

Letter 81

BLOCKED LETTER
Paper: workbook 309
Carbons: ?
Paragraphs: 3
Body: 51 words
SI: 1.46—fairly hard

This letter is to the addressee of Letter 74, page 244. Provide a bcc copy to Jeannette Rawlins, of Letter 75, with the annotation "Good! The kind man gave us a GO signal. Let's move on the first newsletter, shall we?" Add a copy, including the bcc notation, to the Letter 75 file. Provide all missing elements. 33

Thank you very much for your prompt reply to my letter of [*date of Letter 74*]. Thank you even more for giving permission for us to quote you in the newsletter we plan to publish soon for our dealers! I hope that I may have an early chance to repay your kindness. CLOSING LINES. 50 64 79 117

LINE: 60
TAB: 5
SPACING: SINGLE
GOAL: APPLY SKILL TO PRODUCTION
DRILLS: THREE TIMES
STRESS: ATTENTION TO TECHNICALITIES

LESSONS

161–162

Order Letters

161-A. Each line three times. Repeat in 162.

161-A. Tune up on these review lines

1 Why not buy him the new cap and let him see you pay for it?
2 When did Professor Black give you a major quiz on the text?
3 The 10%, 28%, and 39% discounts remain; the 47% and 56% go.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

161-B. Change to double spacing and a 70-space line (lines will align).

Type each paragraph (the letter body) twice; one copy, at least, must be typed with 0 or 1 error. SI: 1.29—easy

161-B. Sustain skill on production copy

Letter 82

BLOCKED LETTER
Paper: workbook 311
Carbons: ?
Paragraphs: 3
Enclosure: Letter 84
Body: 119 words
SI: 1.36—easy-normal

This letter is to Mr. Owen Johnson, Manager, Meyer TV-Radio Store, 1229 East Ninth Street, White Plains, New York 10602. Provide a bcc copy for the Dealer Service Dept. OPENING LINES. 27 36

4 Dear Mr. Johnson: I apologize for the delay in replying to 13 50
your recent letter in which you inquired whether we would have 26 63
new display pieces for our dealers this fall; we were working on 39 76
the announcement about them when your letter reached my 50 87
desk, and so I held up a reply until I could have a copy for you. 63 100
Well, the copy is enclosed; check off what you want, just as you 75 114
did last year, and send it back to me. I invite your attention to 90 128
the third item on the list; it is new, and it is a honey that will 103 141
pull in the customers right off the sidewalk! Thank you again 116 155
for writing. I hope you get excellent sales results. CLOSING LINES. 126 191
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

Letter 83

BLOCKED LETTER
Paper: workbook 313
Carbons: ?
Paragraphs: ?
Enclosure: Letter 84
Body: 123 words
SI: 1.33—fairly easy

This letter is to James N. Blake, Manager, East Akron Music Store, 4273 West Farm Park, Akron, Ohio 44309. Provide a bcc copy for the Dealer Service Dept. OPENING LINES. 28 34

5 Dear Jim: As I promised you at the convention in White 138 47
Springs, I am sending to you an advance copy of the general 150 59
announcement about our new fall advertising aids, the one that 162 72
will be mailed out to the dealer list about the first of next month. 176 86
If you will send the list back to me by return mail, marked for 189 100
my attention, I will take steps to see that your requisition gets 202 113
to Akron in time for your big sale. The third item on the list is 216 126
the dandy I described at White Springs. If there's any hitch, 228 140
Jim, don't hesitate to wire or call me collect; I am just as eager 242 153
as you are to see you sell a thousand of our sets! CLOSING LINES. 252 189
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

If you lack the workbook letterheads, use plain paper on which you show the depth of a letterhead by a ruled line or crease 1½ inches from the top.

161/162-C. Apply skill in letter production

Letter 84

ORDER-FORM LETTER
Paper: plain
Carbons: 3
Position: center
SI: 1.49—fairly hard

Prepare four copies of this order-form letter, centered vertically and horizontally: the original to bear the fastened note to the Duplicating Department, two carbons for enclosing with Letters 82 and 83, and one carbon for Mr. Harris's Promotion Plans file. Indicate on his copy "cc's to Owen Johnson and Jim Blake; original to Duplicating on [date]."

Duplicating Department:
500 copies by 4:00 p.m. tomorrow, please.
F. G. H.

Fall ~~Spring,~~ 19—

Judd-Kane, Inc.
1410 Glenarm Street
Denver, Colorado 80202

ATTENTION OF Frank G. Harris ~~THE SALES MANAGER~~

Gentlemen:

Please send me, express ~~postage~~ prepaid, the indicated quantities of the ~~the~~ following advertising aids for Judd-Kane Products:

Quantity	Item No.	Description (center)
_____	WC8R	Large window cards in which a J-K radio may be placed ~~insert~~. ~~Approx.~~ 4x4 feet. #
_____	WC8T	Large window cards that may be used to frame a J-K television set. 5x6 feet.
_____	SC3R	Set cards to place beside a J-K radio. Hand on card points to dials. 18x8 inches.
_____	SC3T	Set cards to place on ~~atop~~ a J-K television set. Hands point to push buttons. 24x16 inches.
_____	NmR	News mat, for use in advertising any J-K ~~Judd-Kane~~ radio in newspapers. 3x3 ~~feet~~ inches
_____	NmT	News mat, for use in advertising any J-K television set in newspapers. ~~5x3~~ inches.

I understand that these aids will come to me without ~~no~~ charge and may be used or not ~~be~~ used as I may prefer.

Send to:

Person or Dept. .....
Company Name .....
Street Address .....
City, State, ZIP .....

OK as corrected
F.G.H.

Draft of an Order-Form Letter

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: KEEP SKILL FROM LAGGING
STRESS: WRISTS, SHOULDERS, ARMS

LESSONS

Unit 27. Printed Forms

163–164

Record forms

163-A. Each line three times, smooth as music! Repeat in Lesson 164.

163-A. Tune up on these review lines

1 The profit they make by it may pay for the downtown chapel.
2 I was quickly penalized five or six times by Major Higgins.
3 Please fill in blanks No. (10), (28), (39), (47), and (56).
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

163-B. What's your goal?

ACCURACY: Type each group of lines like a paragraph, three times.

SPEED: Type each line individually three times. Repeat in Lesson 164.

163-B. Boost skill by selective preview practice

4 professional alternated constantly questions amateur wonder
5 instructions telephones conference shrewdest realize novice
6 officemates interrupted executives notepaper respect reveal
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12
7 know what | that they | does not | what the | like to | what he | if it
8 will make | will ever | with the | will not | wish to | sign of | so he

163-C. Each paragraph two times, one of which must be perfect or contain not more than one error. SI 1.35—normal

163-C. Boost skill on sustained alphabetic paragraphs

9 The typical beginning worker does not like to ask many 12
questions. His is a normal fear: he does not want to seem 24
a novice; he does not wish to reveal what he does not know. 36
So he hopefully goes ahead with the tasks that are assigned 48
him, praying that all comes out well. He does not realize, 60
of course, that any error he makes just because he does not 72
know what he is to do next will make his officemates wonder 84
why in the world the newcomer didn't ask a question or two. 96
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

ALTERNATE PLAN: Take 2-minute timings on each paragraph until you can complete each in 2 minutes with one or no error. Then (a) take one 5-minute timing to see how rapidly you can type within two errors, or (b) type the selection completely, to see how nearly you can complete it in 6 minutes with not more than two errors.

10 To protect himself and at the same time to get clearly 108
in mind the exact details of a set of instructions, the new 120
worker should grab a pencil and jot down enough notes to be 132
certain he has every step itemized. If there is any detail 144
that is not clear, he should ask a question about it. What 156
the majority of young workers do not know is that they will 168
be interrupted constantly. Steps three, four, five are not 180
so easy when they are alternated with steps in another job! 192
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

11 Jotting down notes or asking questions is not the sign 204
of an amateur but the mark of a professional. All the real 216
executives carry a pencil and notepaper in their pockets at 228
all times. They keep a pencil and pad by their telephones. 240
They never go to a conference without pen and pencil. They 252
are the shrewdest quiz masters and speediest answer writers 264
you will ever see in action. They have great respect for a 276
person who knows what to ask, and when to ask it, and asks! 288

SPECIAL ASSIGNMENT: To review the rules of alphabetic indexing, do the Learning Guide on workbook pages 315-318.

163/164-D. Apply skill to production forms typing

Form 57

FILL-IN RECORD FORM
Form: workbook 319

Type the handwritten data on the workbook form, with the left margin stop set a space or two inside "Post" and a tab stop similarly after "Date." If you do not have the workbook form, copy the one shown here before inserting the data; make your form a full page (enough for ten names). List names alphabetically and type them in indexing sequence (last name first).

NATIONAL FEDERATION OF VETERANS

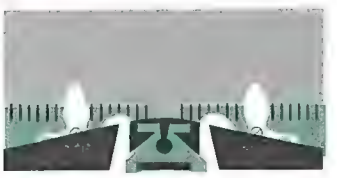
REPORT OF INITIATION OF NEW MEMBERS

Post Nashville, Tennessee Initiation Date October 1, 19- 8

1. Name	Robert E. Perkins	Service	Navy	16
Address	103 Trinity Lane	Highest Rank	Ensign	22
	Nashville 38107	Years in Service	6	27
		Present Work	Dept. Store Buyer	31
2. Name	J. Thomas Perkins	Service	Air Corps	39
Address	103 Trinity Lane	Highest Rank	Staff Sergeant	46
	Nashville 38107	Years in Service	4	51
		Present Work	Lawyer	54
3. Name	Eugene L. Carr	Service	Army	60
Address	719 Cumberland Circle	Highest Rank	First Lieutenant	69
	Nashville 38114	Years in Service	3 ½	74
		Present Work	Owns Men's Store	78
4. Name	Oscar T. Moeller	Service	Air Corps	86
Address	2311 Highland Avenue	Highest Rank	Lt. Colonel	93
	Nashville 38105	Years in Service	3 ½	99
		Present Work	Minister	102

Form 58

FILL-IN INDEX CARDS
Paper: workbook 321
Directions: for each name on Form 57, fill in data on one fill-in index card



Card holders, UP . . . when typing on cards or envelopes

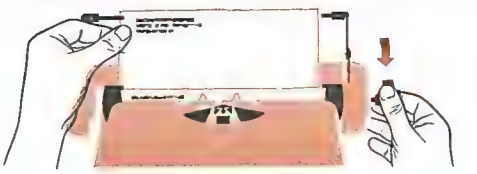
Stevens, Patrick K. (Dr.)
LAST NAME FIRST NAME MIDDLE NAME OR INITIAL
Post ..... Providence, Rhode Island
Initiation ... September 22, 19--
Address .... 193 East Montauk Road
Providence, Rhode Island 02904

Service .... Navy (Medical Corps)
Rank ..... Commander
Years Service $3\frac{1}{2}$
Occupation Physician

Fill-in printed index card

To Chainfeed Envelopes and Cards . . .

After typing first envelope or card, roll it back until only ½ inch or so is showing. Insert next envelope or card *from the front*, placing its bottom edge between the first envelope or card and the cylinder. Turn cylinder to back out the first envelope or card and to draw the second into position. Continue "feeding" the envelopes or cards in this manner (from the *front*) until all are done. The completed envelopes or cards stack up on the paper table in the same sequence in which they were typed.



Chainfeeding

Form 59

PLAIN INDEX CARDS
Paper: use 5 x 3 cards or slips of paper
Directions: for each name on the Form 57 list, type a name and a geographic card

```
Stevens, Patrick K. (Dr.)
193 East Montauk Road
Providence, Rhode Island   02904
```

Name file

```
Rhode Island, Providence

   Stevens, Patrick K. (Dr.)
   193 East Montauk Road
   Providence, Rhode Island   02904
```

Geographic file

When typing on plain index cards:

1. Arrange the first line in index (filing) order. Omit *Mr.* and *Miss* but indicate all other personal titles (type them in parentheses).
2. Start in the third space of the second line.
3. Leave one blank line under the first (key) line. The other lines may be blocked or be indented, and either single or double spaced.

Form 60

FILL-IN INVOICES
Forms: workbook 323
Directions: for each name on the Form 57 list, prepare an appropriate invoice

NATIONAL FEDERATION OF VETERANS
190 UNIVERSITY DRIVE IOWA CITY, IOWA 52241

October 1, 19--

Dr. Patrick K. Stevens
193 East Montauk Road
Providence, Rhode Island 02904

Initiation Fee	$15.00
Membership Emblem	5.00
Dues until next December 31	1.50
Total Amount Due	21.50

(Please return this statment with your remittance)

Fill-in printed invoice form

Date the four invoices for the first of next month and figure the dues (50 cents a month) to the end of the year. On each invoice, insert the amount of the dues and the total due.

LINE: 60
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: LEARN MAIL ROOM TYPING
STRESS: EYES ON COPY

LESSONS

165–166

Mailing Forms

165-A. Lines three times without looking up once! Repeat in Lesson 166.

165-A. Tune up on these review lines

1 It is their turn to rid the chapel of the ornament problem.
2 Five "wizards" very quickly jumped in the box on the stage.
3 The outstanding checks are for $56, $47, $39, $28, and $10.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

165-B. What's your goal?

ACCURACY: Type each group of lines like a paragraph, three times.

SPEED: Type each line individually three times.

165-B. Boost skill by selective preview practice

4 capitalization accountant secretaries quarterly junior copy
5 concentrating advertising grammatical worthless zigzag too;
6 transcribing corrections handwritten quotations select fact
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12
7 work with|very much|that are|from his|that is|done in|we do
8 must look|fact that|must not|must one|must be|able to|it is

165-C. Each paragraph two times, one of which must be perfect or contain not more than one error.

Use double spacing, a 70-space line (margins will align), and a tab indention of 5 spaces.

SI: 1.35—easy-normal

165-C. Boost skill on sustained alphabetic paragraphs

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

A lot of the typing that is done in a modern office is from copy 14
that is far from perfect. A copy expert in an advertising agency 27
may type from his own sketchy notes. A junior accountant may 39
prepare his quarterly reports from his own pencil work, complete 52
with corrections and erasures. The bill clerk types from handwritten 66
copy, too; while editors and their staff work with a stream of rough 80
drafts. And most secretaries spend many hours transcribing those 93
zigzag marks that are called shorthand. We do not work very much 106
with perfect copy matter. 111

Now all this adds up to the simple fact that a typist must learn 125
how to think while he is typing. He must be able to make grammat- 138
ical corrections; he must be able to manage capitalization and 151
quotations, read rough drafts, catch and fix wrong dates and names, 164
think through problems of word division at the ends of lines—and 178
all this thinking must be done in a quick flash of good judgment. 191
These skills require practice; the place to get it is not on the job 204
but in the classroom. Asked to select which one of these skills is 218
most worth concentrating on, we should pick out the use of the warning 231
bell. The other skills are worthless if one must look up at the end of 244
every line of typing. 251
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

ALTERNATE PLAN:

In Lesson 165, take a 3-minute writing with a 10-second rest after each minute; then follow up with a 3-minute writing without rests, trying to maintain the same pace. Goal: maximum speed with one or fewer mistakes.

In Lesson 166, repeat the same routine, using 5-minute efforts. Goal: maximum speed with two or fewer errors.

Form 61

MAILING LIST
Paper: workbook 325

165/166-D. Apply skill to production forms typing

PENNSYLVANIA → 3

POST (CITY)	ADJUTANT	ADDRESS	ZIP CODE	4
Allentown	John L. Chisholm	4311 Eighth Avenue	18101	17
Altoona	Edward S. Venters	P. O. Box 449	16601	29
Bethlehem	John St. Vincent	1200 U. S. 22/ ~~Easton~~	18015	42
Bloomsburg	Charles W. Foreman ~~Albert Fitzsimmons~~	377 ~~822~~ Berwick Avenue	17815	56
Butler	Maurice Hopkins	1817 Kittaning Road	16001	68
Erie	C. C. Kenobski	14452 Euclid Avenue	16501	81
Harrisburg	Benjamin Wister	Manager, Pennwood Hotel	17105	95
Hazleton	Victor Seligman ~~Drew L. Voeckler~~	861 Shenandoah Street ~~P. O. Box 113, Pottsville~~	18201	109
Johnstown	Kirby J. Anderson	772 Reservoir Road	15901	122
Kane	Martin Corwin, Jr.	Camp Corwin, U. S. 6	16735	135
Lancaster	Harold Kloovoer	941 Susquehana Drive	17601	149
Lewiston	Prentice E. Clover ~~Wilbur F. Carmody~~	157 West Water Street ~~Bucknell Square West~~	17044	163
Mansfield	Barton D. Dixon	Tioga Motel, U. S. 15	16933	177
Philadelphia	F. Randolph Carr (Dr.)	2744 North Broad Street	19104	193
Mt. Lebanon ~~Pittsburgh~~	James K. Zinsser	1250 Woodhaven Road	15228	207
Reading	Louis van Polk	R. D. 1, French Creek Road	19603	222
Scranton	Oliver R. Henderson	900 ~~148~~ Tunkhannock Avenue	18503	236
Shippensburg	Thomas Vanderbilt	148 ~~900~~ Caledonia Street	17257	251
Warren	Furston Lincoln	397 New Sheffield Road	16365	264
Wilkes-Barre	Conrad Hunkley	3712 East Plymouth Street	18701	279
Williamsport	Paul F. Tremaine	Tremaine Business College	17701	294
Wilkinsburg	Franklin J. Kelly	37 Peebles Street	18701	308

Forms 62-63

PLAIN INDEX CARDS
Paper: 5 x 3 cards or slips of paper
Directions: make (a) an annotated name file and (b) a ZIP-geographic file of the Form 61 data

Chisholm, John L.
4311 Eighth Avenue
Allentown, Pennsylvania 18101

Adjutant, Allentown Post

Card for alphabetic name file, with annotation for further identification.

Pennsylvania 18101 Allentown

Mr. John L. Chisholm
Adjutant, Allentown Post
4311 Eighth Avenue
Allentown, Pennsylvania 18101

ZIP-geographic card (filed by state and ZIP) used in circulation lists.

Form 64

MAILING LABELS
Forms: workbook 327
Directions: Address a label to each of the adjutants named on Form 61

Mr. Daniel F. Shapiro NFV Post Adjutant 169 Via Riviera San Diego, Calif. 92101	Mr. Nathan S. Graham NFV Post Adjutant 4431 Vineyard Drive San Jose, Calif. 95113	Dr. Trayne W. Foster NFV Post Adjutant 883 West 41 Street Santa Ana, Calif. 92702
Mr. Clifford S. Atkinson NFV Post Adjutant P. O. Box 198 San Francisco, Calif. 94101	Mr. J. Kenneth Reladio NFV Post Adjutant 3919 U. S. 101 San Mateo, Calif. 94401	Mr. Harrison R. Hall NFV Post Adjutant 395 Parkway East Santa Barbara, Calif. 93102

Addressing of Plain Labels on a Gummed, Perforated Sheet

Plain labels in sheets perforated for easy detachment are used for addressing packages, tubes, and oversize envelopes. Faster to address than are envelopes, the sheets are also used in mass mailings of envelopes for circulars, catalogs, and the like.

The typist uses all the labels in the first column, then those in the second, then those in the third.

The typing begins on the second line below the perforation, two or three spaces from the edge, blocked and single spaced. The postal ZIP number is typed *under* the state name if there is not room *after* it.

To simulate sheet of labels, type hyphen row every six lines and divide page into thirds by vertical rulings.

Form 65

FILE-FOLDER LABELS
Forms: workbook 329
Directions: Prepare labels for folders for a geographic file of the data in Form 61

Chisholm, J. L.

File-Folder Label: Alphabetic

Pennsylvania, Allentown

File-Folder Label: Geographic

For identifying file folders, gummed labels are available in long rolls, perforated for easy detachment and grooved (narrow line in each illustration) for easy folding. The typing is begun three spaces from the left edge two lines below the groove, thus leaving a full blank line of space between the groove and the typing.

To simulate a label roll, on every fourth line of a page type alternating lines of underscores ("grooves") and of periods ("perforations"); then slice the page into three equal strips.

Form 66

FILL-IN POSTAL CARDS
Forms: workbook 331

CARD 1. Bloomsburg Post owes October post schedule and the finance statement for quarter that began on July 1.

CARD 2. Wilkinsburg Post is overdue with initiation report for the July 1 quarter and its building-fund pledge.

CARD 3. Hazleton Post owes its log of August activities and its building-fund pledge.

NATIONAL FEDERATION OF VETERANS

190 University Drive — Iowa City, Iowa 52241

October 5, 19--

Post Adjutant: This office has not yet received your—

____Log of Post Activities for month of _____
_x_Schedule of Post Activities for month of October
____Register of Members, quarter beginning _____
____Initiation Report, quarter beginning _____
____Statement of Finance, quarter beginning _____
_x_Other Post pledge for building fund

Please forward this information by return mail.

urs — OFFICE OF THE NATIONAL COMMANDER

Fill-in Notification Postal Card

LINE: 60 SPACES
TAB: 10, 25, 56
DRILLS: THREE TIMES
GOAL: SKILLFUL TYPING BETWEEN RULES
STRESS: EYES ON COPY

LESSONS

167–168

Ruled Forms

167-A. Each line three times, or two ½-minute timed writings on it. Repeat in Lesson 168.

167-A. Tune up on these review lines

1 The widow is kept busy with the field and turkeys she owns.
2 Jeff moved six dozen quilted coats at night by power truck.
3 The 56¢ and 47¢ toys sold before the 10¢, 28¢, or 39¢ ones.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

167-B. Change to double spacing and confirm tab stops: 10, 25, and 56 spaces from left margin.

Type each line, as shown, three times. Then take a 3-minute writing or type one complete copy; GOAL: an errorless copy within 3 minutes.

SI 1.33—fairly easy if you can manage tab and numbers wholly by touch

167-B. Sustain skill on production material

CONTRIBUTIONS TO THE HEADQUARTERS BUILDING FUND

Date October 6, 19-- No. Contributors 4 7

Name	Address	Amount	
			8
Jason F Faucett	3521 85th St West		15
	Jackson Hts N Y 11372	5	22
Ruben L Edwards	138 Duquesne Rd		30
	Huntsville Ala 35801	15	38
E I Marshall	560 Park Ave		44
	Huntsville Ala 35801	25	52
Harmon L Hess	476 Imperial Ave		59
	Fresno Calif 93721	10	67
October 7, 19--			72
R E Clarke	10 So Lee St		78
	Waterbury Conn 06701	25	86
John Jay Shane	391 Hamilton Lane		94
	Macon Ga 31202	10	101
Park Van Nuys	729 E 13 St		107
	Flint Mich 48502	10	114
Alvin C Corey	1802 Lakeside Rd		121
	Green Bay Wis 54301	5	129
Max C McDuff	2731 Wisteria Av		136
	Newark N J 07102	25	144
Carl F Leigh	1592 Capitol St		151
	Wilmington Del 19899	5	159

Form 67

RULED REPORT FORMS
Forms: workbook 333
Directions: Prepare October 6 report and October 7 one separately
Style: space-saver abbreviating

Form 68

FILL-IN POSTAL CARDS
Cards: workbook 335
Directions: Prepare acknowledgment cards for the four checks arriving October 6

167/168-C. Apply skill to production output

Letter 85

SEMIBLOCKED LETTER WITH REPLY COUPON
Paper: plain
Line: 6 inches
SI: 1.51—fairly difficult

a THE NATIONAL FEDERATION OF VETERANS 19
190 University Drive 34
Iowa City, Iowa 52241 51

54

Date

Dear fellow Member 72
of the National Federa- 75
tion of Veterans: 80

Do you feel that ~~our~~ an organization of more than 25,000 men 94
can build a National Head-quarters Building without having to 105
~~get~~ borrow money from a bank ~~loan~~ and pay~~ing~~ interest on ~~borrowed~~ it money? 117

OF COURSE WE CAN! 131

Our new building ~~will~~ is going to cost us about $100,000. Of this 144
amount, more than $65,000 has already been paid ~~over~~ to the 156
architect and builders. This money was drawn from the special 169
Building Fund ~~Account~~ into ~~what~~ which a share of Member's dues ~~has~~ are 181
~~been~~ deposited every year for the past twelve years. We have 194
$10,000 that we can draw from our National treasury. That 207
leaves us with just $25,000 that we must raise. Can we do it? 215

OF COURSE WE CAN! 229

Our Constitution forbids ~~our~~ us raising dues, but it doesn't 241
forbid our going straight to every Member of the Federation 253
and asking him, "How's about anteing up for the ~~Headquarters~~ 266
Building Fund"? That's the purpose of this letter. How about 278
it? How about anteing up for the building fund? All you ~~have~~ 280
~~to~~ do is fill in the form below and mail ~~this letter~~ it back ~~to~~ 292
~~us~~ with your check for a ~~buck~~ dollar or more. Can we count on you? 298

OF COURSE WE CAN! 311

313

Roger Wilkins, Executive Secretary ~~and~~ 322
~~Treasurer, Headquarters Building Fund~~

Typist - Fill Duplicating Dep't we need 1,000 of these by next Monday morning. I will need to see the stencil R.H.

- 336

National Federation of Veterans 343
190 University Drive 347
Iowa City, Iowa 52241 352

Sure, you can count on ME! Here's my check for $ _____ for 365
The NFV Headquarters Building Fund. 373

OK as corrected R.H.

Name _____ 383
street _____ 393
City, State, ZIP _____ 404
Post _____ 413

Draft of a Solicitation Circular Letter

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: SUSTAIN SKILL ON LONG MANUSCRIPT
STRESS: PRECISION

Unit 28. Manuscripts

LESSONS
169–170

Formal Report

169-A. Tune up on these easy review lines

169-A. Each line three times. Use them to get your fingers flying! Repeat in Lesson 170.

1 Kane kept the key so he may paint the shelf ivory and blue.
2 Paul reviewed the subject before giving Max and Kay a quiz.
3 Pages 10, 28, 39, 47, and 56 were most interesting to them.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

169-B. Restore full skill on very easy material

169-B. Three copies—one of which is errorless—or more until you do one that IS errorless. Repeat this in Lesson 170, too.

SI 1.10—very easy

If you put some small stones and one or two big stones 12
in a bottle and shake it, the big ones will quickly rise to 24
the top. Turn the bottle upside down and shake it, and the 36
big stones are back at the top in no time flat. There is a 48
moral in that story, and it has to do with life. When life 60
is dull, no one rises; it takes a shake to find the leader. 72
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

169-C. Sustain skill on production material

169-C. Change machine to double spacing and check margins for 60-space line (lines will align) and a 5-space tab indention.

NOTE: words in italic print must be underscored.

Type two copies (one in Lesson 169, one in 170); repeat extra paragraphs, if necessary, until each is typed without error.

Or, take a 5-minute writing with a 10-second rest at the end of each minute; and then another 5-minute writing without rests. GOAL: To finish the selection within 6 minutes and 2 mistakes.

SI 1.45—upper normal

PREFACE

This manual has been prepared to serve the writer as a sum- 13
mary of the technical details, large and small, involved in typing 25
business letters and formal reports. It is hoped that these pages 38
will serve as a reference source, as well. 47

Letters. Because so many different persons in so many different 64
kinds of work write letters for so many different reasons, it is natural 79
that there be, as there are, a great number of fine points, some of which 93
will pertain to all or most letters, but some of which concern only a 107
special few. Whether they concern a few or many letters, these 120
technical points are so many facts that the typist must have in mind. 134

Reports. Like letters, reports may be typed with many special 151
flairs or touches unique to the persons who prepare them; but, by and 165
large, there is a standard format for the formal report. The pages of 179
this handbook have been set up to illustrate the standard format, 192
complete with footnotes, quotations, tables, listings, headings of all 206
kinds, and so on, along with the right spacing—single, double, or 220
extra. 221

The authority for the statements in this manual is the textbook 235
by Lloyd, Rowe, and Winger: *Gregg Typewriting for Colleges*, Second 263
Edition, to which credit is herewith made. 275
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

169/170-D. Apply skill to typing a Correspondence Manual

The production work of this unit is a 10-page Correspondence Manual. It will be easier to do if you precede it with the Learning Guide on workbook pages 337-338 and use the visual guide on workbook page 339.

Manuscript 51
Table 45

BOUND REPORT (1)
Shown: in pica
Paper: plain
Line: 6 inches
Spacing: as shown
SI: 1.47—high normal

REVIEW: Formal manuscript arrangement, pages 113-114
REVIEW: Ruled table arrangement, pages 139-140

CORRESPONDENCE MANUAL

Part 1. Letter Placement

A letter should be so arranged that the margins serve as a white frame around the letter. In general, the arrangement should be in the same proportion as is the paper (longer than wide); the text centers within equal side margins. The bottom margin should be a little wider than either side margin.

Many plans for placement have been invented, but none is a set answer for all letters because the lengths of letters and sizes of letterheads vary so much. Table 1, below, shows the one plan that is used most widely; but even this plan is just a general guide and has to be adapted for many letters.

The veteran office typist does not use a formula. Knowing that a great majority of business letters contain between

Tables go at top or bottom of page, with a locational reference to them (such as "Table 1, below") in text.

Table 1

STANDARD LETTER-PLACEMENT PLAN

Letter Factor	Short	Average	Long
Words in the body	Under 100	100–200	Over 200
Position of date*	Line 15	Line 15	Line 15
Drop to address	5 lines	5 lines	5 lines
Length of line	4 inches	5 inches	6 inches

* On letterheads more than 2 inches deep, position the date three lines below the bottom of the letterhead printing.

First Page of a Formal Manuscript

Manuscript 52

BOUND REPORT (2)
Shown: in elite
Paper: plain
SI: 1.48—fairly hard

SPECIAL NOTES

1. Listings are double indented (i.e., indented 10 spaces).
2. Periods after numbers and letters in listings and headings may be followed by either one or two spaces, uniformly. In this report, follow such periods by TWO spaces.
3. In a footnote, "ff" means "and following pages."

CORRESPONDENCE MANUAL Page 2 8

9

100 and 200 words, he builds a placement plan that will serve all such 23
average letters; then he stretches shorter letters and telescopes the 37
longer ones to make them, too, fit in the space of an average letter. 51
To stretch a short letter, he may: 58

1. Allow extra space after the date. 68
2. Divide letter into more paragraphs. 79
3. Insert a company signature line. 89
4. Allow extra space for signature. 98
5. Lower the reference lines. 107

To telescope a long letter into less space, he may: 118

1. Allow less space after the date. 129
2. Divide letter into fewer paragraphs. 139
3. Edge lines farther into right margin. 150
4. Possibly omit the company signature. 160
5. Allow less space for the signature. 171
6. Raise the reference lines. 179

The point is that he makes every possible letter fit into the space of 194
an average one. Only for letters under 75 words or over 225 words does 208
he adjust margins or alter the date line. 217

218

Part 2. Parts of a Letter 235

A business letter may have as many as 16 different parts,[1] listed 250
in Table 2, next page. It is rare, of course, that any letter contains 264
all the possible parts. 269

270

THE BASIC LETTER PARTS 275

Every business letter has eight parts that are so basic that the 289
letter would be incomplete or unusual if any were omitted. These parts 303
are listed in Column 1, Table 2, next page. 312
318

---

1. R. E. Gavin and E. L. Hutchinson, Reference Manual for Stenographers and Typists, Third Edition (New York: McGraw-Hill, 1961), pages 344
10 ff. 366
367

Continuation Page of a Formal Manuscript

Manuscript 53
Table 46
BOUND REPORT (3)

Table 2

PARTS OF THE BUSINESS LETTER

Basic Parts		Supplemental Parts	
A.	Letterhead	I.	Reference Line
B.	Date Line	J.	Attention Line
C.	Inside Address	K.	Subject Line
D.	Salutation	L.	Company Signature
E.	Body	M.	Enclosure Notation
F.	Complimentary Closing	N.	Postscript
G.	Signer's Identification	O.	"cc" Notation
H.	Reference Initials	P.	"bcc" Notation

TECHNICAL REMINDERS:
1. Leave ½-inch space (3 lines) under table.
2. Leave TWO spaces after "A.," "B.," etc.
3. Italic printing is underscored when typed.
4. Any short display line is centered.
5. Footnote separation line is 2 inches long.
6. "Et al." in footnote means "and others" and is used when there are more than two authors.
7. In footnote, title of book is underscored but edition is not.

A. The Letterhead contains the name and address of the company, in print. Most letterheads are 1 3/4 inches deep, but they may be as shallow as 1 inch and as deep as 3 inches. When a letterhead is more than 2 inches deep, the date should be typed at least three lines below the bottom of the printing.[2]

B. The Date Line contains the month, day, and year the letter is typed. The month is never abbreviated in a business letter; a comma always separates the day and year:

October 9, 1967

The armed forces and some government bureaus (and many persons who have served in those forces or bureaus) prefer the "military" arrangement, with the day before the month:

9 October 1967

2. Alan C. Lloyd, et al., Gregg Typewriting for Colleges, Second Edition (New York: McGraw-Hill, 1964), page 260.

Manuscript 54
BOUND REPORT (4)

C. The Inside Address includes the identity and address of the addressee. These are normally typed above the body of a business letter; but as one authority notes, "Placing the inside address at the bottom, which is correct arrangement when writing to a public official, makes a letter formal."[3]

Display with quotation marks only a quotation that will fill three or fewer typewritten lines.

When the business title of an addressee is used in addition to his name, the title may be placed after the name, or on a line by itself, or at the start of the next line:

[Continues on next page]

In a display like this, center longest line and align others with it.

Mr. Clark Hess, Manager 15
Florida Fashion Company 22

Dr. Lawrence Coulter 28
Secretary–Treasurer 34

Miss Rowena G. Thompson 41
Manager, Seabeach Hotel 48

CAUTION!

1. Stop the page-4 text in time to get footnotes 3 and 4 on that page and still maintain the bottom margin of 1-1½ inches.

2. Provide the proper heading for page 5, too.

The factor that determines in which position the title should be 61
placed is the length of the lines, which should be kept as nearly 74
equal as possible. Rowe and his coauthors say, "Use the position 87
that best equalizes the lines of the address."[4] 97

D. The Salutation is placed between the inside address and body. 119
It is typed at the left margin, always preceded and followed by a 132
blank line. It is almost always followed by the colon. One should 145
capitalize only the first word, any title, and any noun; thus, *Dear* 160
Doctor Jones vs. *My dear Doctor Jones.* 179

E. The Body contains the message. It is most likely to be single 198
spaced with a blank line between paragraphs. If a letter is very short 212
(50 or fewer words) or if it is a report that is several pages long, it 226
may be double spaced. 231

F. The Complimentary Closing is the signing-off phrase. It begins 257
at the left margin in some letter arrangements; but most commonly 270
it begins at, or near, the center. It almost always ends with a comma. 285
Only the first word is capitalized. 292

Manuscript 55
BOUND REPORT (5)

G. The Signer's Identification, which is typed under the space 318
left for the handwritten signature, may be the name, or the title (or 332
department), or both, of the writer. Illustrations of various arrange- 346
ments and various combinations of the signer's identification are 359
given in Table 3, next page. [Page 265.] 365

Three blank lines are ordinarily left for the penwritten signature, 380
but some leeway is allowed; the space may be "up to 6 blank lines"[5] 395
or "as few as 2 blank lines."[6] 402

IN THE FOOTNOTES:

1. "Et al." means "and others."

2. "Ibid." means "same book as in the preceding footnote, but reference is on a different page."

3. "Op. cit." means "in the book by this author named in a previous (but not the preceding) footnote."

4. "Loc. cit." means "in the same place as the preceding footnote" (same book and same page).

5. Short footnotes may be typed beside or below one another, whichever is best for bottom margin.

H. The Reference Initials include the initials of the letter dic- 426
tator (unless his name appears under the signature) and those of the 440
typist, separated by some kind of mark. The common forms are 452
DIC:TYP and *DIC/typ* when both sets are used and *TYP* and *typ* 472
when only the initials of the typist appear. 481

The reference initials are typed at the left margin two lines below 496
the identification of the signer but can be typed higher or lower when 510
doing so will improve letter placement.[7] [Continues on page 265] 520

526

3. John L. Rowe, *et al.*, *Gregg Typing, 191 Series, Book One* (New 555
York: McGraw-Hill, 1962), page 112. 562

4. *Ibid.*, page 138. 576
5. Lloyd, *op. cit.*, page 57.
6. *Loc. cit.*
7. *Loc. cit.* 593

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: SUSTAIN SKILL IN STEADY TYPING
STRESS: EARNEST KEEP-GOING-NESS

LESSONS

171–172

Report, Cont'd.

171-A. Each line three times at a very steady, word-eating pace. Repeat 171-A in Lesson 172.

171-A. Tune up on these easy review lines

1 The men may fix their antique auto and go downtown with it.
2 Jack found the gravel camp six below zero quite a few days.
3 The 10's, 28's, 39's, 47's, and 56's make up pair patterns.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

171-B. Three copies at least, plus as many more as may be required for you to produce at least one copy without error. Repeat in Lesson 172.

SI 1.03—VERY easy

171-B. Restore full skill on very easy material

4 The men quit their work to run down the dock and catch 12
the light lines we threw from the deck of the big ship. In 24
no time at all, the men on the dock had pulled in the light 36
lines and the thick ropes we had tied to them. The men got 48
the end of each rope looped over a post, and then we turned 60
to the deck engines to take up the slack and so pull us in. 72
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

171-C. Change machine to double spacing and check margins for 60-space line (lines will align) and a 5-space tab indention.

ACCURACY: Type each of the paragraphs once.

SPEED: Type any one of the paragraphs three or more consecutive times.

Repeat in Lesson 172.
SI 1.25—easy

171-C. Sustain full skill on easy alphabetic paragraphs

5 One of the smartest girls I know is one who sat beside me when 14
I took a course in typing. She was not the fastest typist in our class, 28
and modesty will not let me say who it was that acquired this honor; 42
but it was she who turned out the most and best work. It happened, 56
over and over. While the rest of us were still analyzing the problem, 70
that young lady would be poking keys. No job was too complex for 83
her. 84

6 One day I asked her how she did it. I expected her to say she had 99
acquired a key to the problems, like the one an instructor gets, and 112
that she simply studied the key before coming to class each day. Or, 126
I thought, perhaps she would say that she had taken the same course 140
somewhere else, even using the same book; that would justify her 153
success. But I was wrong; her answer left me amazed at her coy 166
craftiness. 168

7 She paused before giving her reply, and I pressed with more ques- 182
tions. No, she did not have a machine at home nor one she could 195
borrow. No, she did not have an answer book. I must have looked 208
exasperated or something, for she turned on a suspicious but dazzling 222
smile and asked whether I felt it unjust to study the book and solve 236
the problems ahead of time. No, I did not. A light dawned. What 250
I mean, smart! 253
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

171-D. Before resuming work on the Manual, you would find it helpful to review information about footnotes given on pages 115, 116, 120.

171/172-D. Continue typing the Correspondence Manual

Manuscript 56
Table 47
BOUND REPORT (6)

TECHNICAL NOTES:

1. Underscore rules are often used to divide long tables and displays.
2. For equal space above and below a line, single space before typing it and double space after it.
3. To save space, leave only two blank lines in each signature space.
4. For fast production, just copy the indentions in Column 1 by visual inspection; but do tabulate to start of Column 2.

Table 3

SOME CORRECT ARRANGEMENTS FOR CLOSING LINES

Cordially yours,	Yours very truly,
2 #	
Vice-President	Vice-President, ~~Personnel~~ Research
Very sincerely yours,	Respectfully submitted,
2 #	
Paul Todd, President	Secretary to Mr. Wilson
Yours very truly,	Sincerely yours,
THE KERR CORPORATION	DOWN CONSTRUCTION COMPANY
2 #	
Harrison Dwyer President	Richard Markham Graham General Manager
Yours truly,	Very cordially yours,
THE INTERNATIONAL COMPANY	S T Y L E , 3 # I N C .
2 #	
Parke Alexander Chairman of the Board	Mrs. Ruth Mann Osborne Advertising Department

Manuscript 57
Table 48
BOUND REPORT (7)
Caution: You must determine where to end page 6 and start page 7.

move out to margin

THE SUPPLEMENTAL LETTER PARTS

5 In the course of many years of business communication, the business letter has picked up a number of ~~great many~~ extra parts to serve particular purposes. While none of these parts are ~~is~~ essential for getting a message across to the addressee, ~~but~~ they do serve as aids to him, or to the writer, or to both, or to their secretaries. # Table 2, ~~on~~ Page 3, lists eight supplemental letter parts.

I. # The Reference Line is used in businesses where records are kept in numerical files or where transactions are handled by a very large staff. # It is a line, like "When replying, Refer to," printed in the letterhead. The typist of an outgoing letter types the correct file number ~~alongside~~ beneath that reference guide. # When replying to a letter with such a notation, ~~the~~ a typist includes a subject line (in which he refers to the same reference file number) in his letter of response.

J. The attention line, ~~is~~ an extension of the inside address, ~~and~~ is typed between the inside address and salutation. It is always preceded and followed by 1 blank line. It is usually blocked left but may be centered. ~~too.~~ It may be arranged in many different styles, as shown in Table 4, below. confirm this

½" #

Table ~~5~~ 4

STYLES OF ~~MODERN~~ ATTENTION AND SUBJECT LINES

Subject Lines	Attention Lines
ATTENTION: CREDIT MANAGER	SUBJECT: SPECIAL SALE
Attention: Credit Manager	Subject: Special Sale
Attention of the President	Subject—Special Order
Attention of the President	Subject—Special ~~Sale~~ Order
Attention Legal Department	Refer to File 158-6599
ATTENTION Mr. ~~Jack Dennis~~ John Parsons	RE: The Lewiston Case
Attention of Mr. Jack Dahl	In re Shaw vs. Shipley

½" #

K. # The Subject Line is a preview of the message and so is typed between the salutation and the body. It may be centered; it may be blocked at the left. It ~~can~~ may be arranged in many different styles, as shown in Table 4 [Tell where it is].

Since the purpose of an attention line is to direct the letter to a particular person in the company, the inclusion of this line does not change the salutation. The letter is addressed to the firm; therefore, the salutation must be Gentlemen.[8]

L. The Company Signature is typed in all-capital letters, a double space below the complimentary closing. Illustrations of its use are shown in Table 3, page 6. It is often left out, but ~~is sometimes~~ may be required. ". . . when the letter involves an obligation of the company rather than of the signer."[9]

¶ M. The Enclosure Notation ~~are~~ is a signal, like the ones shown in Table 5, next page, to remind both the sender and the receiver of a letter that something is enclosed in the same envelope. The notation is typed ~~one~~ a or two lines below the ~~reference~~ initials.

Manuscript 58

BOUND REPORT (8)
Caution: You must determine where to end page 7 and to start page 8; do not forget heading at top of page 8.

QUOTATION REMINDERS

1. A quotation taking three or fewer lines of typing is displayed in quotation marks. Longer quotations are not put in quotation marks but are displayed in single spacing and indented 5 spaces on each margin.

2. Make and insert the footnote for quotation No. 8. It is from page 18 of the book by Gavin, previously mentioned (see page 261).

3. Make and insert the footnote for quotation No. 9. It is from page 97 of the book by Lloyd, previously mentioned (see pages 262, 263).

4. Ellipsis (. . .) indicates omission.

Manuscript 59
Table 49
BOUND REPORT (9)
Caution: Won't you need some of the material here to fill out page 8?

Table 5

SOME CORRECT FORM OF ENCLOSURE NOTATIONS

One Enclosure	More than One	Enumerated
Enclosure	2 Enclosures	Enclosures:
Enc.	2 Encs.	Check
Encl.	2 Enc.	Invoice
1 Enc.	Enc. 2	
1 Enclosure	Enclosures (2)	Enclosures—
Check Enclosed	Enclosures: 3	1. #Check
Bill Enclosed	Enclosures—4	2. Bill

Make this quotation No. 10 and cite this page of this book as the source for it. Is there an appropriate abbreviation you can use? Review page 263.

5 ←Typing Enclosure or 3 Enclosures is enough in most ←case, but "It is important to identify enclosures if any is small, if any is valuable (as a check would be), or if ~~someone~~ other than the typist will seal and mail the letter."

¶ The only time when an enclosure notation can be omitted is when a letter is formal (when the address is at the bottom).

N. The Post Script is ~~a~~ an extra paragraph added at the very bottom of the letter and is ~~treated as such~~ indented or ~~is~~ blocked as are the other paragraphs. The initials PS., PS:, P. S., or PS— are typed at the start of the paragraph.

O. The "cc" notation is typed under the enc. notation to indicate to the addressee that carbon copies (hence "cc") ~~are being~~ have been sent to the persons indicated. Samples of styles:

cc Miss Hall ←6 #→	cc JJH ←6 #→	cc: Hall
cc Mr. Lewis	cc FJL	Lewis

P. The "bcc" Notation indicates to whom copies of the letter have been sent without the addressee's knowing it. "Blind carbon copies" (hence "bcc") are identified:

[Typist: Insert here the second and third sentences, para. 7, page 246, of the typewriting book.]

Make the quotation No. 11. Don't forget to footnote it!

LINE: 60
TAB: 15
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: REVIEW PART SEVEN LEARNINGS
STRESS: EFFICIENCY

LESSONS

173–174

Report, Review

173-A. Each line three times, or half-minute writings, to get back your full typing pace. Repeat in Lesson 174.

173-A. Tune up on these review lines

1 The chairman of the panel may wish to sign the audit forms.
2 My black ax just zipped through the fine wood quite evenly.
3 Reports #10, #28, and #39 were much harder than #47 or #56.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

173-B. What's your goal?

ACCURACY: Lines 4-7 as a paragraph, three times.

SPEED: Type each line individually three times.

173-B. Boost skill by selective preview practice

4 abbreviation resulted United States follow three after body
5 punctuation distinct "close" option letter comma style form
6 expectation (except) pattern (line) common still block ends
7 salutation signature involve phrase commas looks other ones
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

173-C. Change machine to 50-space line (lines will align), double spacing, 5-space tab indention.

Type one complete copy.

SI 1.44—upper normal

ALTERNATE PLAN:
1. Take a 5-minute timed writing, resting for 10 seconds after each minute.
2. Take a 5-minute timed writing without rests.

GOAL: To type 45 or more wam within 2 errors.

173-C. Sustain skill on production copy

Part 3. Letter Punctuation Styles

The punctuation used in the *body* of a letter involves no option; 16
the demands of proper English must be met. But in the punctuation 29
that follows the ends of the *display lines* above and below the letter 48
body, there *is* option; and it has resulted in three distinct styles for 63
use with such lines. 67

A. Standard Style. This is the one in most common use. It re- 88
quires the salutation to end in a colon, the closing phrase to end in 102
a comma; no other punctuation, except for the period after an abbre- 116
viation, is used to end or to "close" any of the letter parts that precede 131
or follow the body. 135

B. Open Style. In this pattern, no display line—not even a 154
salutation or a closing phrase—ends with a punctuation mark. The 167
lone exception is a line that ends with an abbreviation; it will have a 182
period after it. When a letter is written in this style, it has a clean, 196
modern look to it. 202

C. Closed Style. This design, once in wide use in the United 222
States and still in wide use in other countries, requires some punc- 235
tuation at the end of every display line to "close" it. All the display 240
lines end with either a period or a comma except the salutation, which 254
ends with the colon. The comma is used to close each line of an inside 269
address (except the last line) and each line of a signature block (except 283
the last line); all other display lines must be closed with a final period. 299
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

Manuscript 60

BOUND REPORT (10)
Include page heading to identify this material as page 10

Manuscript 61

PREFACE
Use 169-C, typed on a 60-space line, double spaced, beginning on line 11

173/174-D. Apply skill to production assignments

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Part 1. Letter Placement 1
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E. The Body 5
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G. The Signer's Identification ... 5
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Supplemental Parts

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Design for a Table of Contents

Manuscripts 62, 63

CONTENTS AND COVER
Paper: plain, full
Style: as shown
Line: 50 spaces

CORRESPONDENCE MANUAL

Prepared by
Charles R. Perkins

Center in upper half

TYPEWRITING III

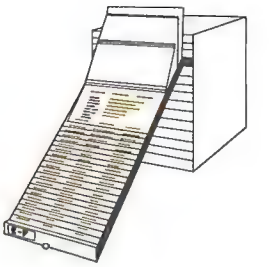
Miss Mary Bowers, Instructor
School of Business
October 10, 19—

Center in lower half

Design for a Cover Page

Form 69

VISIBLE-INDEX CARDS
Cards: workbook 341
Data: on Form 57, top of page 252



Cards in visible index overlap (names show at bottom) and flip up to reveal recorded data.

LAST NAME	FIRST NAME	MIDDLE NAME OR INITIAL
Stevens,	Patrick	A. (Dr.)

2. Address: 193 East Montauk Road
3. Providence, Rhode Island
4. 02904
5. Post: Providence
6. Initiation: September 22, 19--
7. Service: Navy (Medical Corps)
8. Rank: Commander
9. Years Service: 3½
10. Occupation: Physician
11.

LAST NAME	FIRST NAME	MIDDLE NAME OR INITIAL
Stevens,	Patrick	A. (Dr.)

10 20 30 40

TYPIST PLEASE NOTE: THIS SCALE CORRESPONDS TO PICA SPACING. If your machine is elite, use the other side of this card. Set the paper guide so that the scale on your machine corresponds to the spacing on this scale. Set the left margin stop at the first arrow and tab stops at the other arrows. Fold back or remove this stub after typing card.

Index Card for a Visible-Index File

Form 70

TRANSFER SHEETS
Form: workbook 343

CORRESPONDENCE TRANSFER

FORWARDING INFORMATION		ORIGINATING INFORMATION	
Date:	October 12, 19--	Date:	October 8, 19--
Dep't To:	Sales	Writer:	Mrs. Martha Culpepper Manager, Ace TV Shop 318 Multnomah Square Seattle, Wash. 98101
Dep't From:	Credit		

YOUR ATTENTION IS CALLED TO THE FOLLOWING, QUOTED FROM THE CITED CORRESPONDENCE:

One more thing, please: I do not think very highly of the new window-display pieces that you sent us this fall. They are drab and faded. They do not "pull in the customers right off the street," as you had said they would. With better support from your advertising department, maybe my store could sell some JK sets and get some money to pay the bill you have been sending me twice a week!

Correspondence Transfer Form

1. Transfer from Sales to Advertising a copy of paragraph 2, letter 77, page 245.
2. Transfer from E. R. Bigler, Accounting, to John Fleshman, Credit Union, a copy of paragraph 3, Letter 85, page 258.

Test 7-A
TIMED WRITING ON PARAGRAPH COPY
Paper: workbook 347
Line: 70 spaces
Tab: paragraph 5
Spacing: single
Length: 5 min. (2) or 10 min. (1)
Grade: box below
SI: 1.37—easy-normal

LESSON
175

Progress Test on Part Seven

Test 7

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

Of all the skills that people wish they had, the skill of typing ranks 15
first. Just about every person who knows that you can type has said 29
to you that he wishes that he, too, knew how to type; the person who is 43
a skilled typist is the envy of all his friends. One evidence that typing 58
is so popular is shown by the fact that more persons take courses in 72
typing than in anything else (except English, that is; but then, 85
English is a required course). Today it is not just the office trainee 100
who learns to type, although he must, of course; but everyone else 113
seems to be taking the course, too. I visited a college a short time ago 128
and found that the school had just taken a poll to find what purpose 142
the students had in mind when they signed up for typing. You might 155
be amazed at one finding of this poll: enrolled for the typing course 169
was at least one student from every department in the college! 182

It is natural to marvel and to wonder why so many persons desire 197
this skill. The answer is that almost all careers in modern life now 211
involve the use of much paper and require that you be able to express 225
yourself, whether what you wish to report is a new plan for packaging 239
snow, a new scheme for a sales campaign, a history of jazz, a formula 253
for splitting the atom, or a news account of life in Quebec. And the 267
simple truth is that what you write has to be typed. No editor worth 281
his salt would look at a penned manuscript these days; and the modern 295
employer would be aghast if one of his assistants handed him any note 309
of more than a dozen words that was handwritten; he wants them 322
typed! 323

The simple truth is that the typewriter has become an instrument 338
that is used in a great many trades. These would, of course, include 352
the office jobs of a thousand and one kinds, not only secretarial and 366
clerical posts but also the creative ones of editors and writers, and 380
so on. In addition, there are many positions in which the ability to 394
type is a plus value that helps a person meet competition. The field 408
salesman who can type his own reports is preferred to one who cannot. 422
The dental assistant who can type is preferred to one who cannot. An 436
assistant in a physics lab who can type the lab reports is preferred, 450
of course, to one who cannot. We seem to have approached a time 463
when just about everyone had jolly well better become an efficient 477
typist. 478

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

5-MINUTE SPEED WITHIN 2 ERRORS

10-MINUTE SPEED WITHIN 5 ERRORS

55-up	A
50-54	B
40-49	C
35-39	D

If you make excessive errors, base speed on what you type prior to first excessive error

Test 7-B
Manuscript 64
Table 50

5-MINUTE WRITING ON PRINTED MANUSCRIPT

Paper: workbook 348
Style: a bound page
Grade: box, page 270; or panel, page 233

SECRETARIAL DUTIES Page 38

Table 43

How Secretaries Influence Purchases

Item	Percent	Rank
Adding machines	24%	10
Calculating machines	17%	11
Copyholders	39%	5
Desk pen sets	38%	6
Desk staplers	45%	4
Dictation machines	31%	8
Duplicating machines	27%	9
Electric typewriters	48%	1
Manual typewriters	47%	2
Office desks	32%	7
Posture chairs	46%	3
Photocopy equipment	16%	12
Average	34%	—

The secretarial influence in purchases of desk and office equipment should be recognized by salesmen. As shown by the figures in Table 43, above, a third of the secretaries say they influence the brand selection in purchases of the items listed.

The editor of the magazine made an interesting comment in her editorial remarks about the survey: ". . . apparently the employers trust their secretaries' judgment more in those things that secretaries themselves will use (45.5 percent) than in the things that will need to be shared with others on the office staff (21.0 percent)."[12]

12. Sally Browne, "A Survey Told Us So," *Modern Secretary*, Volume 59, No. 11 (July, 1964), page 19.

NAME: Everest, Priscilla Dee
ADDRESS: 1644 Park Lane South
Terre Haute, Indiana
BIRTH: November 17, 1940
JOB WANTED: Secretary
PAY ASKED: $80 week
WHY WE DID NOT EMPLOY: Failed test
DATE: 10/22/6-

EDUCATION (Last first)

Years	School	Place	Grad
59-60	Empire Bus. Col.	New York, New York	1960
55-59	East Side High School	Newark, New Jersey	1959

EXPERIENCE (Last first)

Years	Company	Position	Salary
64---	Prudential Life	Secretary	$75
60-64	Paramount Corp.	Stenographer	68

Comments Plans to take evening-school refresher course and then try test again. Almost passed on first attempt.

Duplicated personnel card, 6 by 4 inches

Test 7-C
Form 71

5-MINUTE WRITING ON FILL-IN CARDS

Paper: workbook 349
Data: abstract from following narrative
Grade: box, page 270; or panel, page 233

CARD 1. Robert F. Buckner, of 889 West Bend Street, Terre Haute, Indiana, applied yesterday for a job as accountant but was turned down because your company would not pay the $8,000 a year he requested. Born on May 1, 1932, Mr. Buckner graduated from Indiana University (Bloomington) in 1954 and from Muncie (Ind.) Senior High School in 1950. Since 1963 he has worked as an accountant with H. H. Harris, Inc., at $7,200 a year. Prior to that, he worked from 1959 until 1963 for the Illinois Central Railroad as an accountant at $6,600 a year; and from 1954 to 1959 for the Corning Glass Company as a junior accountant at $5,800 a year. Note: He has a standing offer to join our staff at $7,500 a year.

CARD 2. Harriet B. Stewart, of 177 Third Street, Terre Haute, applied yesterday for a stenographic job. She asked $70 a week, but there was no vacancy. She was born July 12, 1945, and attended Howe High School, in Indianapolis, graduating in 1962. She has worked as a stenographer at $60 a week for the Jackson-Keen Company since June, 1963; and prior to that was a receptionist at the same company at $50 in 1962 and 1963. Note: Miss Stewart should be contacted for the next vacancy.

Test 7-D
Letter 86

5-MINUTE WRITING ON A "COPY" LETTER
Paper: workbook 350
Directions: copy this incoming letter, adding all the necessary notations.
Grade: box, page 270; or panel, page 233
SI: 1.41—normal

RADIO STATION **WLKO** 5
17407 Woodward Avenue 12
Detroit, Michigan 48205 19

October 23, 19— 36

44

Dr. Graham J. Goodman 50
Head, Department of Speech 55
Michigan State University 60
East Lansing, Michigan 48823 66
67

Dear Doctor Goodman: 72
73

I am pleased to tell you that our New York office has sent me 85
the official word that our network will be happy to sponsor 97
the appearance of William Newhouse as a speaker at your next 109
workshop for news broadcasters. This is the message: 120
121

> Mr. Newhouse will be available to you and to the 133
> University from May 3 through May 7. There will 143
> be no expense to the University; we are pleased to 155
> sponsor him as a service of the network. We are 165
> sure that Mr. Newhouse will wish the full details 176
> about the part he is to play in the program, how 177
> many talks he is to prepare and give, whether he 188
> will be housed on campus, and so on, just as soon 199
> as these matters are settled. 206
207

I believe, Doctor Goodman, that it would now be appropriate 219
for you to write directly to Mr. Newhouse and give him as many 231
details as you can. If the schedule is not yet fixed, you may 244
wish to note that Mr. Newhouse has Sunday broadcasts before 256
and after your program; so he is certain to be grateful if you 269
can stage him late on Monday and early on Friday. 279
280

If there is any way in which I can help with arrangements or 292
equipment for your workshop, please let me know. 302
303

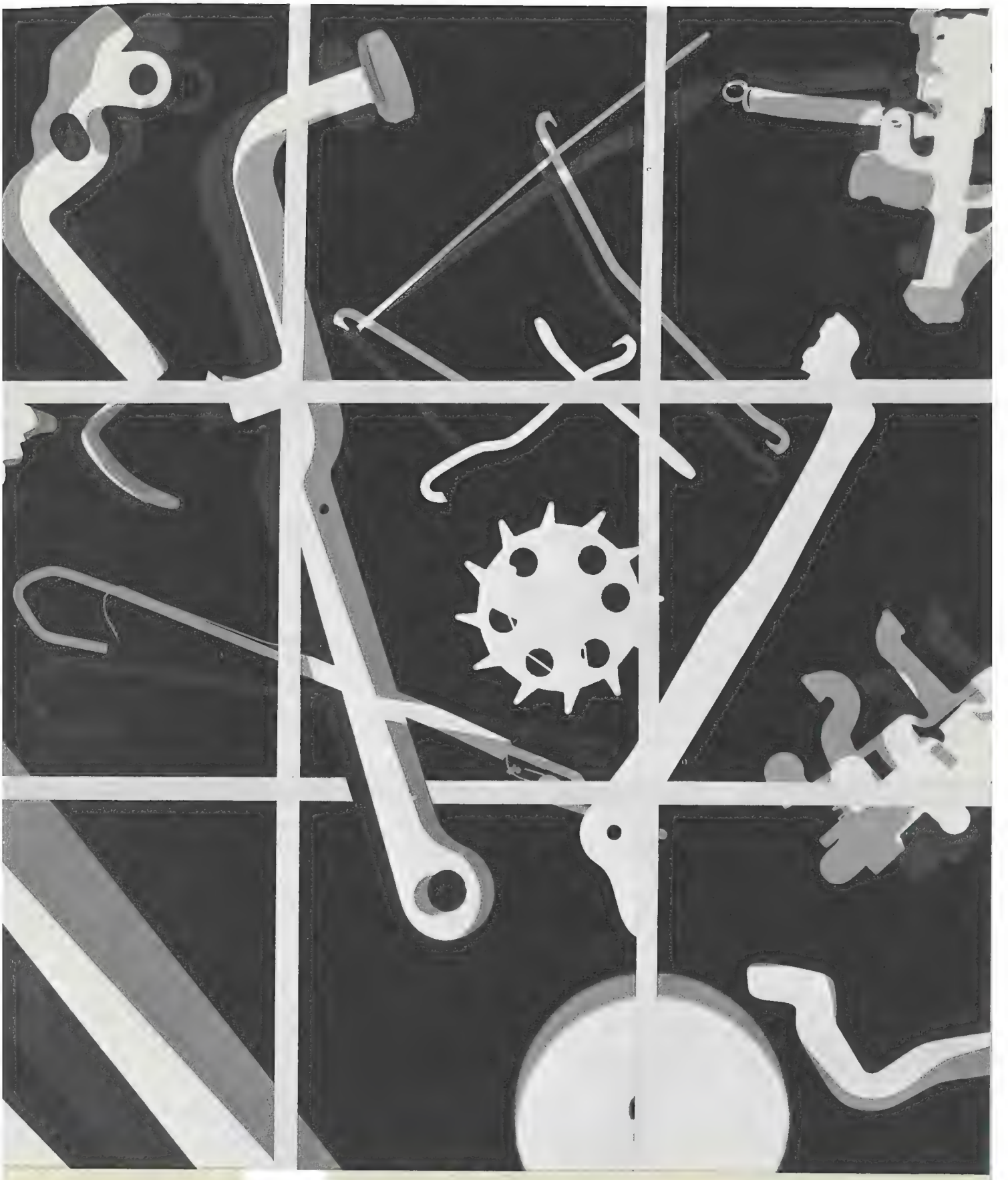
Cordially yours, 308

Edward J. Lambert 317

Director, Department of 324
Service and Public Relations 332
Radio Station W L K O 339

EJLambert:TEK

Blocked Letter with Quotation Paragraph, Three-Line Signer's Identification, and Signer's Name in Reference Position



8

SKILL BUILDING • DICTATED LETTERS
UNARRANGED TABLES • REPORTS

LINE: 60
TAB: 5
SPACING: DRILLS SINGLE, PARAGRAPHS DOUBLE
DRILLS: THREE TIMES
GOAL: BOOST SKILL FOR THREE MINUTES
STRESS: EVEN PACING, VIGOROUS STROKES

LESSONS

Unit 29. Skill Development

176–177

Skill Drive

176-A. Each line three times, or a half-minute timing on each line. Repeat in Lesson 177

176-A. Tune up on these review lines

1 Ken did pay for half the ham, but they paid for the turkey.
2 The day her film took a prize box, Jacqueline was very gay.
3 Type 3 and 6 and 9 and 12 and 15 and 18 and 21 [Continue to 60]
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

176-B. Confirm 60-space line, 5-tab indention, and double spacing. The lines should align.

To determine your goal for this lesson, take a 3-minute writing or type one copy (GOAL: Complete a copy within 3 minutes and within 1 or 0 error).

If you make 1 or 0 error, your goal is speed. If you make 2 or more errors, your goal is accuracy.

SI 1.34—normal and fully alphabetic

176-B. Inventory your present skill

4 When you think of how many letters are tossed into the nation's 14
mailbags each day and how many people compose them and read 26
them over, you would guess that by now we would be a nation of 38
mighty expert letter writers. Alas, such isn't the case at all. In spite of 54
high wages, great investments of time, the use of fine machines, and 68
the frenzied efforts of our better writers, a high proportion of our 82
letters are just linguistic junk. You cannot help but wonder whether a 96
bit of the lovely phrasing of olden days came, really, from the slowness 111
of the ancient scribe who worked with a quill. Having time to ponder 125
every nuance as he dipped his pen, he mixed a flow of his personal 138
courtesy with the flow of ink. 144
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

176-C. Type to your goal.

ACCURACY: The lines as a paragraph, three times.

SPEED: Each line three times, individually.

176-C. Improve control on double-letter preview words

5 correspondents really, letters effort guess dizzy will seem
6 excellent slowness millions tossed cannot dipped still toss
7 correspondence stirred success office loose quill witty all
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

176-D. Type to your goal.

ACCURACY: Lines 8-10 as a paragraph, three times; lines 11-13 as paragraph, two slow-but-even times.

SPEED: Lines 8-10 twice each; lines 11-13 three speed-pickup times each.

176-D. Improve control on double-stroke preview words

8 MU multiply MU formula MU much MU must FR frenzied FR frank
9 EC suspects EC injection CE excellent CE success CE offices
10 JU adjust JU judge JU junk NU nuance UN junk UN gun NY many
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12
11 RR courtesy RT effort RT squirt RT expert RT short RT start
12 LO eloquent LO slowness LO tailor LO loose LO flow OL olden
13 ED frenzied ED worked ED tossed ED judged ED mixed ED fired

176-E. Type to your goal.

ACCURACY: Each group of lines, as a paragraph, three evenly paced times.

SPEED: Each line three rapid, consecutive times.

176-E. Improve control on adjacent-stroke preview words

14 UI linguistic UI squirt UI quills XC excellent XC exciting,
15 OP proportion OP people OP chop PO oppose PO ponder PO upon
16 AS sarcastic AS phrasing AS phrases AS basic AS case AS has
17 RT courtesy RT effort RT squirt RT effort RT start RT short
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12
18 IO injection IO proportion IO obvious IO millions IO idioms
19 ER shorter ER writer ER ponder ER expert ER wonder ER every
20 OU courtesy OU could OU proud OU hour OU your OU out OU our
21 RE create RE great RE fired RE read RE sure RE more RE core

176-F. Type three times, double spaced; or take three 1-minute writings.

GOAL: To finish the copy in 1 minute without error.

SI 1.00—very easy

176-F. Regain stride on very easy material

22 Pride in work is one thing that will make you like the 12
job you have now. To work so well that you can be proud of 24
what you do and what you turn out, you have to have all the 36
skill that you can use in the job. If you do not have what 48
it takes, you will not do work in which you can take pride. 60
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

176-G. To mark progress and set your goal for Lesson 177, follow the same directions you did when you typed 176-B.

SI 1.39—normal and fully alphabetic

176-G. Now inventory your skill again

23 The core of the problem, one suspects, is the quantity of mail that 15
an office must handle. Mail has a clear habit of multiplying itself. It all 30
starts when a firm targets a broadside to stir up some more business; 44
back come replies, and these evoke replies in turn. And while the ex- 58
change of letters goes on, some zealot, stirred up by the success, if 72
such it be judged, of his prior effort, lets loose with new broadsides, 86
to start new spirals that overlap the first one and create a dizzy chaos 101
that makes the firm use lackluster letters as so many sandbags on the 115
dikes of correspondence. The man who protested that he didn't have 128
time to compose a shorter letter seems to have crystalized the basic 142
problem. 144
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

177-A. Tune up by repeating 176-A

177-B. Type to your goal, defined by 176-G score.

ACCURACY: Each group of lines, as a paragraph, three vigorous times.

SPEED: Each line three times individually.

177-B. Improve control on opposite-finger preview words

24 OW flow ow slow ow now ow how WO wonders wo worked wo would
25 GH onslaught gh mighty gh light gh high NG change ng having
26 IC sarcastic ic ironic ic basic UR further ur turns ur sure
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12
27 TH whether th there th think th them th that th with th the
28 NT investments nt eloquently nt quantity nt ancient nt want
29 DI directions di dilute di didn't di idioms di dikes di did

177-C-D. For your goal:

ACCURACY: Type 177-C three times and 177-D two times, typing the lines in paragraph form.

SPEED: Type each line of 177-C twice and each line of 177-D three times.

177-C. Improve control on one-hand-run preview words

30 multiplying standard targets letter starts think loose junk
31 sarcastic millions sandbags ponders create quill wages case
32 excellent protested formula success revamp idiom frank only
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

This drill is especially good as a remedy for the typist who jams keys!

177-D. Improve control on preview words on rows 2 and 3

33 qualities judged really tailor tossed adjust wages high out
34 protested spiral target dipped itself squirt prior halt use
35 writers stirred whether effort people dilute first read how

177-E-F. For your goal:

ACCURACY: Type 177-E three times and 177-F two times, typing the lines in paragraph form.

SPEED: Type each line of 177-E twice, each line of 177-F three times.

177-E. Improve control on preview words stressing row 1

36 excellent ancient having mixes began lack than lamb dab an,
37 exciting obvious dozens; pains alas, land make lick can am,
38 exchange really, revamps dizzy basic back curb each man and
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

177-F. Improve control on alternate-hand-run preview words

39 qualities problem handle, mighty when firm with both men if
40 onslaught produce ancient chaos, they halt such than did do
41 quantity eloquent whether might, turn them work lend bit of

177-G. Filling in all the missing vowels (and don't mark the book!), type two copies. GOAL: To finish a copy without an error in 1 minute or less time.

177-G. Sharpen attention on a concentration paragraph

42 D–ar Mr. W–lliams: I sh–ll b– pl–as–d to h–lp y–u and 12
yo–r st–ff s–t up a n–w f–ling syst–m. As y–u kn–w, I h–v– 24
b—n d–ing m–ch –f th–s k–nd –f w–rk r–c–ntly. If y–u w–ll 36
not–fy m– wh–n to b–g–n, I sh–ll b– th–r–. C–rd—lly y—rs 48
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

177-H. Measure your growth by typing this paragraph in the same way you typed 176-B and 176-G. GOAL: To finish the copy within 3 minutes and 1 error.

SI 1.34—normal and fully alphabetic

177-H. Now inventory your skill again!

43 There is no obvious way to halt the onslaught of trite letters. If 15
you have dozens to produce in the hour, you do not tailor them; you 28
squirt them out of a formula gun. You do not have time to review 41
and revamp, to chop out boastful words and replace them with proud 55
ones, to dilute the sugar with a bit of frank honesty, to toss in an 69
eloquent turn of words in place of the standard idioms, or to curb or 83
adjust an ironic expression that proves more sarcastic than witty. 96
Still, wouldn't it be exciting if each writer did take time and pains to 111
write one excellent, inspired letter each day? The injection of such a 125
letter from each of the millions of correspondents might at least revive 140
the ancient qualities. 144
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

LINE: 60
SPACING: DRILLS SINGLE, PARAGRAPHS DOUBLE
DRILLS: THREE OR MORE
GOAL: BOOST SKILL FOR FIVE MINUTES
STRESS: EVEN CADENCE, STEADY INCREASE

LESSONS

178–179

Skill Drive

178-A. Tune up on these review lines

178-A. Each line three times or for a minute. Repeat in Lesson 179.

1 If he and Al go to town, they may visit with the neighbors.
2 Judge Flynn was very much puzzled by Alex's quick thinking.
3 Type 7 and 14 and 21 and 28 and 35 and 42 and 49 [Continue to 100]
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

178-B. Inventory your present skill

178-B. Adjust machine to double spacing, 70-space line, tab-5 indention. Copy the first three paragraphs on page 278.

If you make more than 2 errors, your goal for Lesson 178 is accuracy; 2 or fewer, then speed.

178-C. Improve skill via selective practice

178-C-D-E. Type exactly for the goal determined by your 178-B results.

ACCURACY: The four alphabetic-control lines as a paragraph three times plus once more if the letters drilled on include one you missed when you typed 178-B; then type the alternate-hand lines two times as an easy paragraph.

SPEED: Each alphabetic-control line twice, then each alternate-hand line four consecutive times.

4 Addams banana salad mania again alas data aqua saga any Ada
5 Bobbit bubble bobby bible abbey blob blab balm barb bib Bob
6 Church cancel check chuck click city nice each came can Cas
7 Druids deduct deeds daddy dried duds dude dyed adds did Don
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12
8 neighbor socials icicle burnt audit neigh malt slap and dig
9 quantity divisor quench amend slang title vial coal for the
10 chairman rituals height shape cycle visor mane dusk she own
11 downtown bushels ensign rocks whale throb curl diem big did

178-D. Improve skill via more selective practice

12 Elders degree level every exert ease else even edge fee Eve
13 French buffer fluff fifty fifth cuff tiff muff fife oft Flo
14 Grange groggy aging going gauge gags gang agog eggs ago Gus
15 Heathe hurrah harsh humph hunch hush hath hash high had Hal
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12
16 ornament element shaken forks laity quake clan dial but man
17 rhapsody suspend thrown works rifle soaks turn such may cut
18 problems visible author angle theme sighs pair soak got six
19 fieldmen ensigns handle shape vigor field tock disk fix end

178-E. Improve skill via still more selective practice

20 Inslip invite visit limit livid hide bite item five irk Ida
21 Jaguar jacket major enjoy judge join jury ajar just job Joe
22 Kelley kicker knock knack khaki milk know kick kink ask Kim
23 Leslie little local loyal lilac tall lilt loll lily all Les
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12
24 vigoroso enamels turkey forms turns dorms girl tick hem nap
25 sorority bicycle dismal sight throw elbow lame cozy pay men
26 rifleman signals island slept usual gowns dusk wish icy wit
27 Manfield sleighs chapel rigid signs ducks iris owls bow pan

PROFESSIONAL TIP:

To keep drill repetition from becoming monotonous, give your mind something to think about: make a game of seeing how evenly you can type. Keep saying "Smoothly, smoothly!" to yourself, as you type.

178-F. Repeat 178-B to confirm your progress

LINE: 70 TAB: 5 SI 1.37—normal, each paragraph alphabetic

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

The annual vacation is one outing to which families look forward 14
all year long. Most families plan for a week or two or more for this 28
big affair. The youngsters hardly realize, of course, how many exact 42
plans have to be made—how cash for the sojourn must be set aside and 56
frozen there, how the wardrobe of each member of the family has to be 70
designed for the square inches per suitcase, and other such problems. 84

And problems they are, and they must be settled; but whether the 98
problems are fun or troublesome to solve depends on how a family goes 112
about them. Our family tackles the plans together, with the juvenile 126
members pulling an oar with the rest of us; you would be quite amazed 140
at the soundness of most of their suggestions, and it is mighty smart 154
to hear the ideas expressed before the vacation instead of during it. 168

The first step is picking the dates for the excursion, something 182
that is not much of a problem to wage earners. If you have a cottage 196
and a boat waiting for you, deciding where to go is not a tough deal, 210
either. It's the options that make vacation planning hard, you know. 224
Then you have to contemplate the kind of junket you'll take, the size 238
of your luggage load, and a hundred or two questions along that line. 252

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

There are some of us who seize this one chance a year to get new 14 266
experience. We go to a different part of the country, or we make the 28 280
journey by some different means of transportation, or we rough it the 42 294
camping way instead of living in hotel luxury. Thus, you see, option 56 308
there is; and this means discussion, a few squabbles, and finally The 70 322
Great Decision. After that, we enjoy a gradually growing excitement. 84 336

Two summers ago our family followed one of the historical trails 98 350
and took our chances on lodging; that was some experience, a new one, 112 364
all right. It is amazing how suddenly there aren't any motels except 126 378
ones that have just one bank vault left. The next summer we equipped 140 392
ourselves with camping gear; this was an experience, too, in which we 154 406
never did learn the basic thing in camping: how to cook in the rain. 168 420

So this summer, the family council has decided, we will take our 182 434
comfort with us: we are going to rent a trailer. We shall scorn the 196 448
hotels and motels and camping sites. We shall laugh at the rain. We 210 462
shall be cozy, living as poshly as a railroad czar. We shall drive a 224 476
thousand-mile jaunt up the coast, stopping as long as we wish at each 238 490
quaint or beautiful place we see. If only I can keep it on the road! 252 504

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

179-A. Tune up by repeating 178-A, page 277

179-B. Adjust machine to double spacing, 70-space line, tab-5 indention. Copy the bottom three paragraphs on page 278.

If you make more than 2 errors, your goal for Lesson 179 is accuracy; 2 or fewer, then speed.

179-B. Inventory your present skill

179-C. Improve skill via selective practice

28 McMann member mimic madam hammy maim memo mums harm mom May
29 Norton ninety noons linen ninth neon none nine nuns one Nan
30 Olivio orator odors polio solos onto oboe polo oleo too Ona
31 Pepper people poppy pipes paper prop pulp pipe pups pop Pat
32 Quincy quoted equip query quart quad quiz quit aqua quo Que

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

33 problem lament curls visit tight dusk sigh idle map fit eye
34 torment wieldy bugle shake handy gown bury worm sob ham fog
35 auditor bushel ivory widow shelf lane pane worn tie lap oak
36 apricot social fight chair spend risk half snap box foe aid

179-C-D-E. Type to goal determined in 179-B.

ACCURACY: The group of alphabetic-control lines as a paragraph three times plus once more if the letters drilled on include one you missed in 179-B; then type the alternate-hand drills twice as a paragraph.

SPEED: Each alphabetic-control line twice, then each alternate-hand line four or more times.

179-D. Improve skill via more selective practice

37 Reigor repair refer recur error purr rare roar rear err Ron
38 Sister senses suits sizes sales sees sirs uses says sis Sue
39 Tootle traits trout truth total tent trot that tact tot Ted
40 Ushers unused usurp usury usual true unto upon unit but Una
41 Velvet vivify verve vivid valve vote view have very vow Van

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

42 ancient theory world shame laugh paid when turn lay row sit
43 chapels visual shape panel eight soap rush body bid pen key
44 antique eighty giant blame right form worn lame dog cow due
45 visitor profit title throw their with both them fur rod sir

CAUTION: If you start to jam keys, you will know you are pushing much too hard for speed.

179-E. Improve skill via still more selective practice

46 Wislow window which where widow whew what when with owe Wes
47 Xavier deluxe proxy exact toxin exit text next taxi fix Tex
48 Youngs yearly slyly study shyly your duty year city fly You
49 Zinzer puzzle dozen dizzy dozed zone zero jazz lazy zip Zoe

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

50 turkeys mantle docks rocks blend lair tidy sock rye jam hay
51 sleighs pajama soaps autos turns cork duel urns bit fig tub
52 dismays icicle tucks dog's toxic alto idle jamb fox pry woe
53 bushels enrich virus roams socks also firm name rug sow cue

179-F. Type to your goal.

ACCURACY: Lines 54-56 three times, typed as though a paragraph.

SPEED: Type each line three consecutive times.

179-F. Speed up your spacebar stroke

54 hand duck kept torn name ends slow wish held disk keys soft
55 tool look keen nook keep peer room mood deer roll loop pool
56 let two one end dry yet the elf for rim may yes sit tug gem

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

179-G. Repeat 179-B to confirm your progress

LINE: 60
SPACING: DOUBLE FOR (B), OTHERS SINGLE
DRILLS: THREE OR MORE
GOAL: STRENGTHEN TOP-ROW CONTROLS
STRESS: EYES ON COPY

LESSONS

180–181

Figures Drive

180-A. Race through each drill three times without pausing and without looking up. Repeat in Lesson 181.

180-A. Tune up on these review lines

They may wish to work with the social chairman of the firm.
Kay bought five or six cans to award as equal major prizes.
Type 1 and 2 and 3 and 4 and 5 and 6 and 7 and 8 [Continue to 50]
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

180-B. Without looking up or pausing even once, type one double-spaced copy. As you proofread, put a light checkmark beside the drill below for each key that you have typed incorrectly.

180-B. Inventory your present number-typing skill

7601 2702 2603 6804 2805 4906 1607 7308 3809 8010 4711 9512
8013 2914 7815 5016 9617 6718 5719 3620 1821 1922 9823 4624
9425 1926 9827 4028 9029 5630 8531 8932 9633 8334 7035 2936
6737 4838 6439 2040 6941 3042 7543 8744 5945 9146 5847 8348
6349 9750 6151 8652 7253 1054 1755 3756 7457 6258 7959 6760
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

180-C. Each line three times, plus another time if you missed the key when you typed 180-B.

180-C. Improve control on number keys 1-5

aa 11 The 11 teams from 11 schools had 11 games in 11 days.
ss 22 I sold 22 cars in 22 days to 22 people from 22 towns.
dd 33 The 33 groups sent 33 books to the 33 men in tier 33.
ff 44 Seat 44 in row 44 was 44 rows up and 44 seats inward.
ff 55 Car 55 traveled 55 laps in 55 minutes and 55 seconds.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

180-D. Repeat 180-B to confirm your progress

180-E. Each line three times, plus another time if you missed the key when you typed 180-D.

180-E. Improve control on number keys 6-0

jj 66 Route 66 is 66 miles west of 66th Street on U. S. 66.
jj 77 The 77 workers in Plant 77 average 77 dollars weekly.
kk 88 The 88 teams from District 88 won the first 88 games.
ll 99 The 99th division handles 99 items for 99 cents each.
;; 00 If you add 00 or 000 or 0000 to 00, you still have 0.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

180-F. Repeat 180-B to confirm your progress

180-G. If you made any error in 180-F, type 15-17 three times as a paragraph; otherwise, type each line three times consecutively.

180-G. Increase fluency by typing "we 23" drills

we 23 24 25 toe 593 594 595 owe 923 924 925 rye 463 464 465
ty 56 57 58 pry 046 047 048 try 546 547 548 toy 596 597 598
it 85 86 87 wit 285 286 287 pit 085 086 087 out 975 976 977
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

180-H. Repeat 180-B to confirm your progress

181-B. Without looking up or pausing even once, type one double-spaced copy. As you proofread, put a light checkmark beside the drill below for each key that you have typed incorrectly.

181-A. Tune up by repeating 180-A, page 280

181-B. Inventory your present symbol-typing skill

18 Invoice #3311 was addressed to Smith & Hart, Inc. (now 12
Hart & Sons, Inc.) and was for 1,000# of #12 filings (15.5% 24
steel) @ 11¢ a pound, for a total of $110.00, less discount 38
(5% on whole 100's); so the "amount due" is $105.00. Their 53
credit is "good" as Smith & Hart but "poor" as Hart & Sons. 65
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

181-C. Each line three times, plus another time if you missed the key when you typed 181-B.

181-C. Improve control of the #, $, %, () and & keys

19 dd ## Box #333 contained 3.3# of blue labels, the #33 size.
20 jj && We get Lord & Howe ties at Swiss & Sons or Cole & Co.
21 ff $$ The suit cost $75; the shoes, $20; and the coat, $90.
22 ll ((;;)) He looked for (10), (28), (39), (47), and (56).
23 ff %% She says that 5% of 5% is .25%, but 10% of 10% is 1%.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

181-D. Repeat 181-B to confirm your progress

181-E. Each line three times, plus another time if you missed the key when you typed 181-D.

181-E. Improve control of the ¢, @, ", ', and __ keys

24 ;; ¢¢ jj ¢¢ The pamphlets cost 10¢, 28¢, 39¢, 47¢, and 56¢.
25 ;; @@ ss @@ Please order 100 @ 28¢, 39 @ 47¢, and 10 @ 56¢.
26 kk '' ;; '' It's Tim's or Bob's cap; it's not Vi's or Jo's!
27 ss "" ;; "" "Average" is "good" but "superior" is "better."
28 jj __ ;; __ They are not to know what cherchez la femme is!
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

181-F. Repeat 181-B to confirm your progress

181-G. If you made any number-key error when typing 181-B-D-F, type 29-31 three times as a paragraph; otherwise, type each line three times consecutively.

181-G. Regain fluency with pair-pattern sentences

29 They assigned us Rooms 10, 28, 39, 47, and 56 for seminars.
30 Put Group 10 in Room 28, Group 39 in 47, the others in 156.
31 Check lockers 10, 28, and 39 for books numbered 56 and 147.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

181-H. Repeat 181-B to confirm your progress

181-I. Type three rapid copies at full stride. If time permits, take a wrap-up 5-minute writing on the page 278 copy.

SI 1.36—easy-normal

181-I. Regain full stride on an alphabetic paragraph

32 Did you ever wait for a bus in a big station and spend 12
your time watching other people? Some quietly relax. Some 24
visit with friends or doze. Some pass the time just watch- 36
ing others. A great many go over to the magazine stand and 48
look sideways at the daring covers of books they won't buy. 60
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

LINE: 60
TAB: 5
SPACING: DRILLS SINGLE, PARAGRAPHS DOUBLE
DRILLS: THREE TIMES
GOAL: EDIT AND TYPE SECRETARIAL LETTERS
STRESS: GOOD POSTURE, VIGOROUS STROKING

LESSONS

Unit 30. Correspondence

182–183

Secretarial

182-A. Tune up on these review lines

182-A. If you can, type lines 2 and 3 in cadence with someone who sets a pace by typing line 1. Repeat in Lesson 183.

1 Many find that they must have more cash when they dine out.
2 Zeke quietly placed five new jumping beans in the gray box.
3 We need the discount signs for 10%, 28%, 39%, 47%, and 56%.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

182-B. Sharpen skill on an alphabetic preview

182-B. Type to your need.

ACCURACY: Lines 4-7 as a paragraph, three times.

SPEED: Each line three times consecutively.

4 AA aims BB been CC capital DD said EE needed FF for GG gaps
5 HH whom II bit JJ major KK clerk LL skill MM most NN carbon
6 OO ought PP proper QQ quickly RR rules SS secretary TT that
7 UU must VV have WW knowledge XX exception YY likely ZZ hazy

182-C. Hold your best pace on normal paragraph copy

182-C. One errorless copy of each paragraph or two 5-minute writings—one with a 10-second rest after each minute and one without such rests.

GOAL: To complete the selection within two errors and five minutes.

SI 1.42—normal

8 As has been said before, the man who dictates a letter must decide 14
when he must send out a letter and what he must say in it. He leaves 28
to his secretary, whom he employs for this purpose, the details of 42
typing the letter, deciding on the carbon copies needed, and so on. 56
Among the "and so on" items is the responsibility for editing the 69
letter so it is proper in language, in punctuation, and in use of capitals. 84

This means that the typist who aims at the secretarial desk must 98
know the rules that concern these matters. It is important that he 112
know them, for his skill in applying such rules is one of the two things 126
that distinguish a secretary from a clerk typist. (The other factor is 141
the knowledge of shorthand.) Most persons have gaps in their control 155
of the laws of writing; let us be sure that you are the exception. 168

Of all the categories of rules that you ought to know, the first one 183
is the set of rules about using capitals. It may also be the most im- 197
portant set; for while a businessman may be a bit hazy about the 210
distinction between a comma and a semicolon, he is likely to be 223
familiar with all the major proprieties of capitals. He will spot your 237
oversights more quickly in this regard than in others. So, know the 251
rules! 252
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

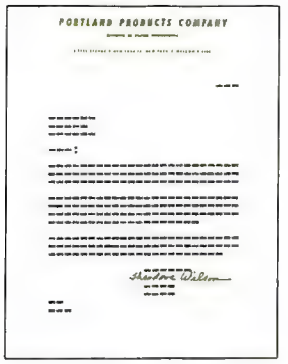
182-D. Review the business uses of capitals

182-D. To reinforce your control of these rules, review page 151 and then do the Learning Guide on workbook pages 353-354.

In business letters, capitalize—

1. The start of any sentence.
2. Personal titles (like *Miss*).
3. Business titles *preceding* names and in addresses and signatures.
4. Names of persons, places, companies, and trade-named products.
5. First and all major words in attention and subject lines, salutations, and titles of publications.

182/183-D. Apply skill to correspondence production



You work for Theodore Wilson, sales manager, Portland Products Company. He prefers blocked letter form. He dictates the following letters, expecting you—when necessary—to paragraph them (page 207), capitalize them (page 282), and provide correct salutations and closings (page 208) and the appropriate carbons and annotations.

Letter 87

DICTATED LETTER

Paper: workbook 355
Carbons: file only
Body: 185 words
SI: 1.44—normal

This letter is to my friend Jim Flaherty. 5
That's james e. flaherty, *at* 392 harvard 16
street, albany, new york, 12201. 25

as you will see from the letter i am en- 34
closing, we have a strong prospect in the 43
harding-hill corporation, in syracuse. your 52
itinerary indicates that you will be in syra- 60
cuse about the end of next week. could you 69
get there a day or two ahead of schedule 77
and give the firm some time? i am partic- 86
ularly anxious to land this deal because, 94
if i may judge by the number of h-h circu- 112
lars that come to my desk, this prospect 120
will need not one but several of the ma- 128
chines. 130

i checked on the weight of paper stock 139
that h-h is using; it varies, but none of it 148
is too heavy for our machine. h-h has ap- 156
parently standardized on No. 10 envelopes 164
and two folds. it would be good strategy 173
to have the machine ready. 178

i should not bother to go into the me- 187
chanics of the machine's operation, if i 195
were you, jim. i think this customer is in- 204
terested in only one thing: economy. i 212
suspect that this is the line to follow. let 220
me know whether you visit the company, 228
jim, and how you make out. 233

cordially yours, theodore wilson, sales 247
manager, *and so on.* 252

Letter 88

DICTATED LETTER

Paper: workbook 357
Carbons: file, letter 87
Body: 140 words
SI: 1.46—fairly hard

Now, this is the letter I was telling Jim about. . .
It's to marvin j. thompson, production 15
manager, harding-hill corporation, 1067 22
south clinton street, syracuse, new york, 30
13201. 37

we appreciate very much your inquiry 45
about our new folding machine. i assure 54
you that it will fold all the standard sizes 63
of paper used in duplicating machines. as 71
a matter of fact, it will fold papers as small 81
as 4 inches square and as large as 9 by 14 88
inches. 90

our representative for upper new york, 99
mr. james e. flaherty, to whom i am send- 107
ing a copy of this letter, will be in your city 117
in about ten days. i believe that he will be 126
able to stop in to see you when he arrives 134
in syracuse. he has a model of the folding 143
machine and can let you see for yourself 151
how efficient it is. 156

i am enclosing literature about the new 165
machine. if there is any other help i can 173
give, mr. thompson, please let me know. 202

Letter 89

DICTATED LETTER

Paper: workbook 359
Carbons: file only
Body and PS: 251
SI: 1.47—fairly hard

This letter is to eugene r. gordon, 818 13
rhodes-haverty building, 1200 conway bou- 21
levard, atlanta, 30307. dear gene: 31

we seem to be having another tussle with 40
your friend simmons at martin miller & 48
sons, as you can tell from the enclosed copy 57
of my current letter to him. i don't know 65
why we have had so much trouble with the 74
installation in his department. do you have 83
any thoughts on the subject? [CONTINUED] 89

i am beginning to wonder whether there 96
might be someone in that office who, for 105
reasons of his own, is *deliberately* tampering 114
with the equipment. the last two times you 123
visited mm&s, remember, you noted that 130
the motor governors on both the duplicator 139
and the postal meter had been tampered 147
with and "cleaned." i simply cannot believe 156
that the same thing could go wrong with 164
each of the five pieces of equipment that 172
we have installed. 176

in any case, gene, if you cannot find the 186
answer when you see them again, please 193
yank out the installation and replace it; 202
itemize the whole cost of doing this and 210
send it to me as a charge for special serv- 219
ices, which i shall have credited to your 227
account. we would rather take a loss on 235
this department than jeopardize our con- 243
siderable volume with the rest of mm&s. 251

Cordially yours and so on; oh, add a post- 270
script, please: i would like us to exhibit in 272
the atlanta business show, gene, but the 281
prices are wholly out of line. i have written 290
to kling (carbon copy is enclosed) in the 298
hope we can pressure him into a more real- 307
istic view of the situation. want to follow 316
up for us? 328

Letter 90

DICTATED LETTER

Paper: workbook 361
Carbons: file, Letter 89
Body: 153
SI: 1.57—difficult

mr. thomas j. simmons, martin miller & 8
sons, 58 broad street, atlanta, georgia, 15
30303, with a carbon to gene. 22

thank you for your letter about the un- 30
satisfactory service that you are getting 39
from your portland duplicator. i am deeply 47
concerned about the situation and am ask- 55
ing our atlanta dealer, mr. gordon, to see 64
you about it. 67

this latest breakdown is the fifth you 76
have had with as many machines, isn't it? 84
how annoying it must be to you! we are, 93
naturally, disturbed about this record; we 101
have had a few machines get out of order 109
before, but we have never had so many col- 118
lapse in one installation. most of our cus- 126
tomers have never had even one service 134
call, let alone any need for the replacement 143
of our equipment. moreover, no other in- 151
stallation has ever had the drum of the 159
duplicator "run backwards," as you said 167
was the case this time. 172

i am writing to mr. gordon, giving him full 182
authority to settle the matter. your friends 191
in this company appreciate your patience. 200
That ought to do it! 221

Letter 91

DICTATED LETTER

Paper: workbook 363
Carbons: file, Letter 89
Body: 119 + display
SI: 1.59—difficult

atlanta business show, inc., attention mr. 14
kenneth w. kling, national bank building, 18
peachtree street, atlanta, 30304. 37

we appreciate very much your invitation 46
to exhibit in the business show you will 54
sponsor next month. we have read your 62
prospectus with interest but, for the fol- 70
lowing reasons, have decided not to reserve 79
space for an exhibit: (1) your space rates 90
are much higher than for shows that draw 99
much larger crowds. (2) your conference 109
activities are to be held away from the ex- 119
hibit hall, thus drawing away prospective 128
viewers. (3) the innumerable extra fees for 139
labor and facilities, which are a part of the 149
flat exhibit fee in other shows, have priced 159
your space beyond its value, in our opinion. 169
if there occurs a basic change in the admin- 179
istration of these three items, we may be 187
interested. 190

Remember to make a "bcc" for gene. Add 206
this note on his copy: what we really object 229
to, gene, is the third item. If they corrected 239
that, we'd be interested.—TW *Be sure that* 245
note is on the file, too.

LINE: 60
TAB: 3
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: EDIT AND TYPE LIKE A SECRETARY
STRESS: CLEAR-CARBON STROKING

LESSONS

184–185

Secretarial

184-A. Type lines 2 and 3 in cadence with someone who sets a pace on the first line, if possible. Repeat in Lesson 185.

184-A. Tune up on these review lines

1 They will have much that they must save when they sell out.
2 Six or seven quickly jumped off with Frank for a big pizza.
3 The postage dues this week are .10, .28, .39, .47, and .56.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

184-B. Type a complete copy or take two timed writings for 5 minutes, the first with 10-second rests after the minutes and the second with no rests in the effort.

Be sure to leave a blank line before each rule.

SI 1.27—easy

184-B. Sustain your pace on technical copy

1. Use a comma before a conjunction in a compound sentence: 12
The store will open today, and we expect a big crowd. 24
We have worked here for a week, but we are resigning. 36

2. Use a comma before a conjunction that connects the final 49
two parts of a series of words, phrases, or clauses: 61
Should Doctor Smith go by plane, by train, or by car? 73
You took first place, Joe got second, and I got last. 85

3. Use a comma to set off a dependent clause or long phrase 98
that precedes the main clause of a sentence: 108
If you have a good record, you will get a better job. 120
In answer to your request, we are sending a new list. 132

4. Use a comma to set off a nonrestrictive clause (one that 145
gives facts about the antecedent but that can be omitted 157
without changing the meaning of the main clause): 169
Mr. French, whom you met today, is a credit customer. 181
Her fine gold watch, which was a gift, has been lost. 193

5. Use a comma to set off also a nonrestrictive participial 206
phrase, which may or may not start the sentence: 217
Being her close friend, Jan would not talk about her. 229
Ralph quit that job, believing that it had no future. 241

6. Use a comma to set off a word, phrase, or clause that is 254
parenthetic (not needed for the sense of the sentence): 266
We may find we must, therefore, mail them their bill. 278
Both of us, as you might guess, were pleased with it. 290

7. Use a comma to set off a word, phrase, or clause that is 303
introductory to the main part of the sentence: 314
Of course, there is still a chance to get that order. 326
If you wish, we can get a man to take it over to you. 338

8. Use a comma to set off expressions that are in contrast: 351
It was Smith, not Stern, who got us the big contract. 363

9. Use a comma to set off a word, phrase, or clause that is 376
in apposition to other words, phrases, or clauses: 387
Last June, the month of our annual sale, we did well. 399
The new rule, that we get Saturdays off, now applies. 411
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

NOTE: To reinforce your control of these rules, which you must apply in Lessons 184 and 185, do the Learning Guide on workbook pages 365-366.

184/185-C. Apply skill to correspondence production

Letter 92

DICTATED LETTER

Paper: workbook 367
Carbons: file, 1 cc
Body: 156 + display
SI: 1.27—easy

mr. james l. marsh, young & gaul, inc., 12 west fifty-first street, new york, new york, 10020. *Oh, in this project, make a copy of everything for Mr. Brinks. Subject line:* drafts of mailing pieces. 16 23 25 41 51

here are the drafts...about which i phoned you today...of the mailing pieces for the next campaign: (1) the postal card you developed and which...with apologies to the author...i have revised...it would do the job on our mailing to List B...(2) my own design for another postal card...which is based on yours...of course...i think that it would be right for mailing to the new list c...(3) a display letter...which is based on the one we used when we brought out the new duplicator...to mail with a circular to the master list a...what I like about all three pieces is that they can be prepared on our own machines...a fact that will save us both time and money...i think...however ...we should test each of the pieces before we nail them down...do you agree...if so ...how soon do we start? *That's it.* 59 67 77 87 96 106 114 124 134 144 153 163 172 181 190 198 206 214 242

Letter 93

DOUBLE POSTAL CARD

Card: workbook 369
Carbons (plain paper): file and Mr. Brinks
Material: below

Dear Stationer:

Two weeks ago, the great new Portland Folder Machine was introduced at the business machines show in New Orleans. It was an instantaneous success—the hit of the show! If you would like one or more machines on consignment, we could deliver an order to you within two or three weeks. Be the first in your community with this timesaver! Just fill in the card attached and return it to us. ACT NOW!

PORTLAND PRODUCTS COMPANY

THIS SIDE OF CARD IS FOR ADDRESS

Mr. Theodore Wilson
Sales Manager
Portland Products Company
3 Park Avenue
New York, New York 10016

FRONT SIDE: MESSAGE AND RETURN ADDRESS

THIS SIDE OF CARD IS FOR ADDRESS

Manager, Stahl's Stationery
352 West Eighth Avenue
Homestead, Pennsylvania

Dear Mr. Wilson:

YES! I want to be first in this community to show AND SELL—your new folding machine!

Send _____ machines on consignment to:

Address:

Signed: Authorized Signature

BACK SIDE: ORIGINAL ADDRESS AND REPLY

Double Postal Card

Letter 94
DICTATED DOUBLE CARD

Card: workbook 369
Carbons (plain paper): file and Mr. Brinks

Type another sample double card for me, please. Use the same two addresses that you typed on the first double card, but arrange the message to say: 70

dear dealer...you will be pleased to know that the new model portland folding machine...concerning which you have received a number of announcements in the past few weeks...has come off the assembly line...has been introduced with great [*please put "great" in all-caps*] success at the new orleans show of business machines... and is now ready [*please put "now ready" in all-caps*] for prompt delivery...please return the attached card to let us know how many to deliver to you...delivery will be made within two weeks after we receive your card...portland products company [*in all-caps, clear to the right, please*]...

Then arrange the return message like the other one, except that the message between the salutation and the address lines should be: Send _____ portland folding machines to us...on our usual credit terms...at the address below *and use a colon after "address."* 255

Letter 95
DICTATED LETTER

Paper: plain, full
Carbons: you decide
Body: 190 + display
SI: 1.39—normal
Review: page 170

Please make this letter attractive. We may eventually duplicate it, so please use plain paper and center our name and address at the top. Address it: to all office managers | who worry about costs | in handling mailings | dear friends... 73

this letter was printed on a duplicator ...folded by a folding machine...placed in its envelope by an inserting machine... 98

and then sealed and stamped by a mailing machine...each of the machines did its part in preparing this mailing...which is of 7,500 pieces...in an hour or less...a real accomplishment, that!...can you do as well with your staff and equipment? 146

if your answer is "no, i cannot," 154
then it is time to take a look at 161
the line of portland machines. 168

the newest member of the portland line of mailing machines is the portland folder ...which will fold any paper that can be run through a duplicating machine...it can give you 1, 2, 3, or 4 folds on any sheet of paper from 4 to 9 inches wide and from 4 to 14 inches long...you ought to see how fast it works! 230

there's an idea: see how fast the 238
portland folder works! write us to 246
arrange a demonstration for you. 253

and when your friendly portland man is there for the demonstration...ask him for more details about the whole line of portland machines. *Use the company signature and my name and title, please.* 306

Letter 96
DICTATED LETTER

Paper: workbook 371
Carbons: file only
Body: 93
SI: 1.43—normal

mr lester d brinks...c/o mr tauro kimoto ...post office box 20...miyakojima, osaka ...japan...this is just a quick report... 36
mr brinks...to let you know that the portland folder is off to a wonderful start... 54
taking top honors at the new orleans show ...the campaign in the trade journals is a great success...just as you predicted... 78
we are working now on the direct-mail plans...copies of which are enclosed for your interest...all of us hope you are enjoying your visit with mr kimoto...to whom i hope you will give my regards... 118
and his family...we are looking forward to your return. *Oh, leave my title off this one.* 147

LINE: 60
TAB: 3, 6
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: EDIT AND TYPE LIKE A SECRETARY
STRESS: SMOOTH-AS-MUSIC RHYTHM

LESSONS

186–187

Secretarial

186-A. Type lines 2-3 in cadence with someone who sets a good pace on the first line, if possible. Repeat in Lesson 185.

186-A. Tune up on these review lines

1 When your boys must win, then they find that they know how.
2 The very next question emphasized the growing lack of jobs.
3 They give discounts of $10\frac{1}{2}$, $28\frac{1}{4}$, $39\frac{1}{2}$, $47\frac{1}{4}$, and $56\frac{1}{2}$ percent.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

186-B. Type the lines slowly to pinpoint any awkward parts; practice those parts. Then type each line three times.

186-B. Sustain rhythm on difficult preview words

4 conjunction expressions semicolon paragraph events left out
5 explanation independent connected separate clauses hire him
6 enumeration commodities adverbial contains between save $5.

186-C. Type a complete copy or take two timed writings for 5 minutes, the first with 10-second rests after the minutes and the second with no rests during the effort.

Be sure to leave a blank line before each rule.

SI 1.42—normal

186-C. Sustain full pace on technical copy

1. Use the semicolon to separate two independent clauses if 12
there isn't any conjunction between them: 22
a. There may be a big crowd; we can handle it all right. 34
b. He tried hard for the order; his best was not enough. 47

2. Use the semicolon between two independent clauses if the 60
clauses are connected by adverbial connectives: 71
a. We need a new man; however, we must not hire him yet. 83
b. They did not write us; therefore, it is not my fault. 96

3. Use the semicolon between two independent clauses if the 109
first clause contains one or more commas: 118
a. Yes, we lost it, Mr. Smith; but we really tried hard. 131
b. We had one until March, 1964; and then it was stolen. 144

4. Use the semicolon before any term that introduces an ex- 156
planation or enumeration; a comma comes after that term: 169
a. We picked three men; namely, Frank, Lloyd, and Blake. 182
b. It is a good bargain; that is, you can save $5 on it. 194

5. Use the semicolon to set off groups of items, like names 207
and addresses, dates and events, commodities and prices, 220
persons and offices, and so on, if they're in a sentence 232
form; use the comma to separate the items within groups: 245
a. The new officers are Ralph Haynes, president; William 257
Brown, treasurer; and Clyde Hall, secretary. 268
b. New members of the team include Mr. Frost, East Lynn; 280
Mr. White, West Lynn; and Mr. Keene, Partch. 291
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

NOTE: To reinforce your control of these rules, which you must apply in lessons 186 and 187, do the Learning Guide on workbook pages 373-374.

186/187-D. Apply skill to communication production

To: Theodore Wilson, Sales
From: Jay Trayne, Advertising
Date: October 14, 19–
Subject: Conference on Publicity for Portland Folder

Thanks to your suggestion, Ted, we will hold a staff meeting to discuss publicity possibilities for the Folder:

1. We will meet next Monday, 9:30 to 11:00, in the Fourth Floor conference room. My entire staff will be there.

2. An agenda for the discussion is attached.

We are delighted that you suggested having this conference and even happier to know that you can attend it.

J. T.

CJW
Enclosure: Agenda

A Style of Interoffice Memo Typed on Plain Paper

Letter 97

DICTATED MEMO

Paper: plain, full
Line: 60 Tab: 10
Carbons: file only
SI: 1.42—normal

First, a memo to jay trayne *in* advertising 7
on specimen letter for the trade journals... 30
after our staff conference about means of 40
getting the folder mentioned in more news 49
columns...i drafted a sample letter...a 56
copy is attached...i should like your re- 64
actions: (1) would such a letter get the re- 75
sults for which we hope...namely...a 82
picture and a news report? (2) you are the 93
advertising man whom the magazine is 100
eager to please...accordingly...would it 108
be better if such a letter were signed by you 118
...not by me? (3) if we send review clippings 129
...an editor might think our folder is not 137
"news" any longer...therefore...would it 144
be better *not* to send the clippings? if you 155
will think the matter through and then see 164
me about it...maybe we can get the snow- 172
ball rolling!...*Now for the*— 183

Letter 98

DICTATED LETTER

Paper: plain, full
Carbons: file only
Body: 149 + display
SI: 1.39—easy-normal

—sample letter we mention in the memo. Just ..
draft it, please, on plain paper to journal of 10
office supplies...375 east sixth street... 18
newark...new jersey...07102...attention 26
new products editor...as i have received 38
each recent issue of the *journal of office sup-* 56
plies...i have looked closely for some men- 66
tion of the new portland folding machine 74
in your column about new products...to 82
this point...alas...no mention of it has 90
been made...when i was wondering why 97
it has not been mentioned...i realized that 106
we may not have sent you the material you 114
would need for the column...therefore...i 122
am sending you: (1) a large photograph of 132
the machine (2) a brochure that tells how it 142
works (3) copies of the photographs that 151
we used in the brochure (4) some clippings 162
from other reviews...if there is any other 171
aid we can provide...i should be happy to 179
send it...or...if you would like to see a 187
demonstration of the way the machine 195
works...i should be most happy to arrange 203
one for your office. 227

I think Jay will like that!

Forms 72-73

DICTATED TELEGRAMS

Forms: workbook 375
Carbons (plain): file
Review: page 109

Telegram, please to the general manager *of* 22
our factory at 5720 touhy avenue *in* chicago 35
...how much advance notice would you 42
require to deliver 500 model 19 folders to 51
birmingham? 67

Day letter to that fellow thompson *up in* 24
syracuse [Letter 88]: our representative 46
...james flaherty...was injured in auto 54
accident en route syracuse and will be laid 62
up at least a month...may i send one mod- 70
el 19 portland folder for your trial use...i 79
will gamble that it will pay for itself so 88
quickly that you will decide to keep it. 110

LINE: 60, THEN 70
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: EDIT TABLES LIKE A SECRETARY
STRESS: TYPE FIGURES WHOLLY BY TOUCH

Unit 31. Tabulation

LESSONS

188–189

Statistical

188-A. Tune up on these review lines

188-A. See whether you can type difficult lines 2 and 3 in cadence with someone who sets a fast pace on easy line 1! Repeat in Lesson 189.

1 The two men got the big saw and cut the old oak log for us.
2 Professor Charlton was quite vexed by Jimmy's buzzing talk.
3 My answers are: 10%, 28%, 39%, 47%, and 56%; what are his?
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

188-B. Improve skill by selective preview practice

188-B. Type to your need.

ACCURACY: Type lines 4-6 four times as a paragraph and lines 7-9 two times as a solid paragraph.

SPEED: Type each line three consecutive times.

4 surrounding considered experience mystery series often felt
5 information tabulation adjusting, exactly that's table size
6 interesting emphasize, unarranged version guides typed down
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12
7 long time this kind know why has been for the out of is one
8 read over take time when you the most you can air of do not
9 felt that look like that you not hard try the one of is not

188-C. Build skill on alphabetic paragraphs

188-C. Adjust machine for double spacing, 70-space line (lines will align), and tab-5 indention.

In Lesson 188, type the first paragraph three times with no more than one error in each or until you have one copy that is errorless. In Lesson 189, similarly do the second paragraph.

SI 1.33—easy-normal

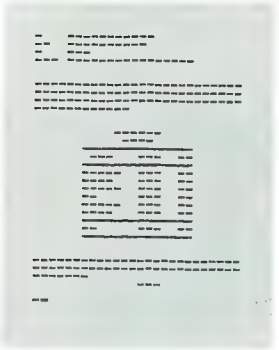
10 For a long time there has been an air of mystery surrounding the 14
most interesting aspect of typing: designing a table from unarranged 28
information. I do not know why this should be considered hard. Yes, 42
this kind of work takes time; but I should like to emphasize the fact 56
that planning is not hard. It takes a little experience, that's all. 70
Nine times out of ten, the grouping of the data is quite obvious when 84
you read over the information; for the tenth instance, the files will 98
probably have a precise model that you can follow. I have often felt 112
that planning a table is not as hard as adjusting the machine for it. 126
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

11 There are several guides that could be kept in mind when you are 140
planning a table. The first guide: If the table is one of a series, then 155
it should be made to look and read exactly like the others; this applies 170
not only to tables in a report or thesis but equally to those that you 184
type in business, where most tabulations are just the newest version 198
of the tables you typed last month. The second guide: Where you can, 212
make a table longer than it is wide; try to make its general size in the 227
same shape as the sheet of paper. A third guide: If you can, get the 241
totals figures typed down at the bottoms of the columns. 252

Alternate plan: Take two 5-minute writings, the first with a rest after each minute and then the second without a rest.

MINIMUM GOAL: To complete the paragraphs in 5 or fewer minutes with 2 or fewer errors.

188/189-D. Apply skill to statistical tabulation



You work for John Hildreth, senior statistician in Personnel. Most of his work is compiling data for company executives. Your work is to type the data (which may be in his writing, or be in rough draft, or be dictated to you) as tables within memos or as tables centered on full pages and accompanied by memos. You use only the ruled form for tables (review page 139). Always make a file carbon and one spare to use in drafting an additional problem.

Table 51

RULED TABLE

Paper: plain, full
Carbons: 4 or 5 to use in subsequent tasks

Mr. Hildreth gives you the rough draft shown on the next page. "Please type this," he says. "Make several carbons for us to use."

"Why so many copies, Mr. Hildreth?" you ask.

"Well," he replies, "we have to prepare a number of reports that consist of parts of this master table. It will be easier for us if we have copies we can use as work sheets—we can simply cross out what we *don't* use and then copy what is left."

You study the job, noting:

1. The page looks crowded. You decide to put just 4 spaces between the columns. Grouping the lines in 5-line groups will help, too.
2. The year was overlooked; you will add it.
3. Unpunctuated abbreviations are shown; this is satisfactory on the work sheet you are to prepare but would not be satisfactory for reports to be sent to anyone outside the Personnel Department.

Table 52
Letter 99

MEMO CONTAINING AN ABSTRACTED TABLE

Paper: plain, full
Carbons: file, draft
Special: group names in 4-name groups
Special: clip the marked worksheet to your work

"Evangeline Prescott is president of the company Women's Club," says Mr. Hildreth. "She has asked for a list of the women who have joined the company since January 1. Please prepare a table of the *names, branches,* and *departments* for her."

You realize this will be easy. You will use a copy of Table 51, crossing off the last two columns and all the lines about the men. Then you will type what is left as the table. There will be 16 names, which group handily in 4-name groups.

Mr. Hildreth continues, "Take a memo, please."

To evangeline prescott...billing department ...(president...women's club)...*from me,* john hildreth...personnel department...*dated today, of course...subject*...names of new women employees...last week...miss prescott...you asked for the names of the women who have joined the company since january 1...here are the names: *Insert the table here, then wind up:* please note that this table overlaps a similar one that we sent to you two months ago...have a good year!

Table 53
Letter 100

MEMO CONTAINING AN ABSTRACTED TABLE

Paper: plain, full
Carbons: file, draft
Special: group names
Special: clip the marked worksheet to your work

"Let's make the same kind of report for the Men's Club," says Mr. Hildreth, "even though the request has not yet come in. The name of the president is George Montgomery, in accounting. The memo—"

someone in the men's club always asks for a list of the spring crop of new men employees along about this time...george...but this time i am beating you to it! here it is:

Table 54
Letter 101

MEMO CONTAINING AN ABSTRACTED TABLE

Paper: plain, full
Carbons: file, draft
Special: group names
Special: clip the marked worksheet to your work

"Please make a copy of all parts of the master table concerning employees who joined our staff on *April 1 or later,*" says Mr. Hildreth, "for us to send to Mr. Dixon, Director of Personnel, in this memo:"

we are pleased to provide you...mr dixon... the identification of the 16 employees who have joined the staff since april 1...you will wish to note that the disproportionately large number in san francisco is due to the expansion of the retail facilities there...*The table; since it is to someone within the same department, you may use the abbreviated form*...if there are other data you would like to have, we should be very much pleased to provide them.

Table 51

See page 291

NEW EMPLOYERS—ALL BRANCHES

January 1 Through May 30

Name	Branch	Dept.	Position	Date
Adams, Yvonne	San Fran	Music	Clerk	Jan 20
Allison, Allan	Chicago	Advertising	Layouts	Mar 10
Baker, Alexander	Chicago	Drugs	Buyer	Mar 12
Boer, Willard	New York	Drugs	Clerk	Apr 2
Brown, Jerome	Chicago	Boy's Wear	Buyer	Jan 18
Burton, Frederick	San Fran	Executive	Asst Mgr	Jan 2
Chinnock, Susan	New York	Executive	Secy	Apr 19
Counts, Edward	Chicago	Advertising	Photog	May 27
Doyle, Richard	New York	Off Eqt	Salesman	May 15
Drury, Caroline	Chicago	Jewelry	Clerk	Feb 8
Edwards, John	Chicago	Off Eqt	Salesman	Mar 10
Everett, Polly	New York	Shipping	Steno	Jan 18
Farmer, Paul S.	New York	Furniture	Buyer	Jan 25
Farmer, Ralph	New York	Furniture	Clerk	Feb 8
Esuark, Ruthetta	Chicago	Personnel	Director	Mar 18
Fein, Henrietta	Chicago	Boys' Wear	Asst Buyer	May 16
French, Mary	Chicago	Jewelry	Buyer	May 23
Gordon, Howard	New York	Advertising	Writer	Apr 19
Graham, Ruppert	Chicago	Drugs	Clerk	Mar 25
Hamilton, Wilma	San Fran	Boys' Wear	Buyer	Feb 1
Harper, Jerry	Chicago	Off Eqt	Asst Mgr	Mar 17
Harrison, Joe	Chicago	Building	Porter	Feb 15
Jones, Jeremiah	New York	Executive	~~Steno~~ Secy	Apr 12
Kenwood, Martin	Chicago	Shipping	Wrapper	Apr 19
Kliptok, Virgilia	New York	Mail Sales	Supervisor	May 18
Llewelyn, Inez	San Fran	Mail Sales	Asst Mgr	Apr 25
Morrison, Joanne	New York	Building	Elev Op	Feb 8
Norton, Willard	San Fran	Shipping	Supervisor	Mar 19
Olivia, Sarah	San Fran	Personnel	Recep	May 15
Parker, Josephine	Chicago	Accounting	Clerk	Jan 2
Potter, Alice	San Fran	Drugs	Clerk	May 29
Quincy, Jason	San Fran	Mail Sales	Clerk	Apr 2
Rawlson, Robert	New York	Building	Porter	Feb 8
Reilly, Patrick	New York	Executive	Vice-Pres	Mar 15
Rowe, Howard	San Fran	Accounting	Asst Mgr	Apr 12
Sullivan, Anne	Chicago	Furniture	Asst Buyer	Feb 3
Stone, Freeman	Chicago	Accounting	Clerk	Jan 2
Tarranti, Angelo	Chicago	Personnel	Interviews	Mar 11
Tomlinson, Bertha	San Fran	Shipping	Steno	May 18
Wilhelms, Francis	Chicago	Music	Buyer	Mar 25

LINE: 60, THEN 70
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: EDIT TABLES LIKE A SECRETARY
STRESS: PLANNING BEFORE TYPING

LESSONS

190–191

Statistical

190-A. Type lines 2-3 in cadence with someone who sets a good pace on easy line 1, if you can. Repeat in Lesson 191.

190-A. Tune up on these review lines

1 Joe and Bob did not get the day off but got the pay for it.
2 Jane gave my excited boy quite a prize for his clever work.
3 He asked for 47% and 56% but instead got 10%, 28%, and 39%.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

190-B. Type to your need.

ACCURACY: Type lines 4-6 four times as a paragraph and then lines 7-9 two times as a paragraph.

SPEED: Type each line three consecutive times.

190-B. Improve skill by selective preview practice

4 parentheses horizontal designing feasible titles nouns data
5 expedients, mentioning subtitles majority reader "all" kept
6 indifferent frequently adjective vertical column equal trim
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12
7 came from used most both the one more but not has to an aid
8 date line trim down they are the size aid for are in or the
9 also used they must line for and your use the out of to any

190-C. Adjust machine for double spacing, 70-space line (lines will align), and tab-5 indention.

In Lesson 190, type the first paragraph three times with no more than one error in each or until you have a copy that is errorless. In Lesson 191, similarly do the second paragraph.

SI 1.38—normal

190-C. Build skill on alphabetic paragraphs

10 One more guide well worth mentioning as an aid for designing new 14
tables concerns headings. There are three kinds of them: titles and 28
subtitles and column headings. Every tabulation has to have a title, 42
of course; but not all tables justify both the others. Use the other 56
two as expedients to trim down the size of a table or make it clearer 70
for your reader. The subtitle is used most frequently as a date line 84
for a table. It is also used, with parentheses, to explain where the 98
data came from or what units of measure are used, like: "All figures 112
are hundreds of bushels" or "All figures are in millions of dollars." 126
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 ↓
11 Column headings are, of course, the most useful expedients; they 140
are frequently the chief part of the table. They must be kept brief, 154
concise, and clear. A group of such headings should be, if possible, 168
phrased in similar terms—don't use nouns for some and adjectives for 182
others unless there is no other way out of the problem. If feasible, 196
keep equal headings to the same number of lines; but if some are long 210
and some are short, at least make sure that all end on the same line. 224
What about rules? The majority of firms like horizontal rules, which 238
make any table look better, but are indifferent about vertical lines. 252

Alternate plan: Take two 5-minute writings, the first with a rest after each minute, the second with no rest whatsoever.

MINIMUM GOAL: to complete the paragraphs in 5 or fewer minutes with 2 or fewer errors.

190/191. Apply skill to unarranged tables

Table 55

ORIGINAL TABLE

Paper: plain, full
Carbons: file, draft
Special: make new tally, type it as a table, clip tally to table

Mr. Hildreth says, "Here's the first of three reports to prepare for Mr. Dixon. This one reports the *monthly* employment record of *each branch*. I made a tally—" He shows you this tally:

NUMBER OF NEW EMPLOYEES
(By Month and Branch)
January 1 Through May 30

Month	Chi	N.Y.	S.F.	Total
Jan	III	II	II	7
Feb	III	III	I	7
Mar	~~HH~~ III	I	I	10
Apr	I	II	IIII	8
May	III	II	II	8
Total	19 (x)	11 (x)	10	40

"—but it is incorrect; Chicago, I know, should be 18, not 19. Please do it over and type it."

"No memo?" you ask.

"No," he replies. "Center the table on a page."

Table 56

ORIGINAL TABLE

Paper: plain, full
Carbons: file, draft
Special: make tally, type it, clip tally to the table

"The next job is easier but requires your making another tally," says Mr. Hildreth. "Mr. Dixon wants the score on the respective numbers of men and women employed by each branch. You'll have four columns: *Branch, Men, Women,* and *Total.*"

You ask, "Center it on the page?" Yes. The tally sheet you draft shapes up like this:

NUMBER OF NEW EMPLOYEES
(By Branch and Sex)
January 1 Through May 30

Branch	Men	Women	Total
Chi			
NY			
SF			
Total			

Table 57

ORIGINAL TABLE

Paper: plain, full
Carbons: file, draft
Special: work on draft of Table 56; attach it to Table 57

"Next," says Mr. Hildreth, "type again that same table [Table 56], but convert it to percents. For example, the Chicago tally is 12 - 6. In percentages, that would be 66.7% and 33.3%. You won't need a totals *column*, of course, although you *will* need a totals line at the bottom."

Table 58

ORIGINAL TABLE

Paper: plain, full
Carbons: file, draft
Special: make the tally, type it, attach tally to the typed table

"Now, for the last table in this series," says Mr. Hildreth, "prepare for Mr. Dixon an analysis by *departments* and *branches*. You will have five columns: *Department, Chicago, New York, San Francisco,* and *Total.* You'll have to tally the scores."

You say, "Let's see: The title will be *Number of New Employees* with two subtitles, (*By Departments and Branches*) and *January 1 Through May 30*. Right?" "Right."

Table 59

DICTATED TABLE

Paper: plain, full
Carbons: file, draft
Special: clip your written table to the one you type

As you finish Table 58, Mr. Hildreth says, "Now we are starting a new project, an investigation I have been making for Mr. Dixon. My report consists of three tables; you'll find them interesting."

He gives you the table shown at the top of the next page. "This is the *form* I wish you to use," he says. "Ruled. Double spaced. Columns a half inch [six spaces] apart. One of the three titles will go on a single line, but the other two will take two lines, as shown in this sample table."

You make a note to study the sample table *very* closely; you are *not* to type *it*. Mr. Hildreth begins to dictate the first table:

Table 1 is entitled *Do Our Employees Take a Coffee Break?* It has five columns, to be headed *Dept., Often, Sometimes, Never,* and *Total.* Department A has 12 often, 18 sometimes, 3 never, to total 33. Department B has 18 often, 21 sometimes, 11 never, to total 50. Department C has 16 often, 6 sometimes, 3 never, to total

In a 2-line title make first line longer than second.

Display the column headings by centering each above its column. Align the headings at bottom.

Arrange sequence in some definite pattern. Here, items are by percentages. A miscellaneous item is always put last.

Block any summary word like "Totals" or "Averages."

Arrange as shown here any footnote with more than one line.

Table 12

WHERE OUR EMPLOYEES WENT FOR VACATIONS
AND WHAT THEY SPENT EACH DAY AWAY

(Summer, 19—)

Place	Percent Employees	Daily Expense
Metropolitan city	38%	$14.00
Seaside resort	32%	19.00
Mountain resort	23%	11.50
Motor trip	20%	14.00
Lake resort	9%	12.50
Miscellaneous	18%*	11.75
AVERAGES	23%	$13.80

* That is, 18 percent of employees collectively had other kinds of vacations.

Tables in series are numbered, the numbers displayed as shown here.

To get 1 blank line above and below a ruled line, single space before typing the line and double space after typing it.

Repeat % sign after each percent number; the % sign is not typed just once, then discontinued (as a $ sign is). It is wise to use the % sign, even though the column heading says "percent," if other columns have numbers that are not percent figures.

Summary of Guides for Arranging a Ruled Table

25. Department D has 19 often, 10 sometimes, 4 never, to total 33. Department E has 13 often, 9 sometimes, 3 never, for a total of 25. Department F has 20 often, 4 sometimes, and 10 never, to total 34. The column totals are 98 often, 70 sometimes, 34 never, and 200 as the final total.

Table 60

DICTATED TABLE

Paper: plain, full
Carbons: file, draft
Special: clip the written table to the typed one

Table 2 is entitled, in two lines, *Do Our Supervisors Recommend That a Coffee Break Be Authorized?* Again, five columns, to be headed *Dept., Yes, Indifferent, No, Total.* Department A scores 2 - 1 - 1 - 4. Department B scores 4 - 1 - 0 - 5. Department C scores 4 - 0 - 0 - 4. Department D scores 3 - 0 - 0 - 3. Department E, 3 - 0 - 1 - 4. Department F scores 3 - 1 - 1 - 5. The bottom totals are 19 yes, 3 indifferent, 3 no, for a grand total of 25.

Table 61

DICTATED TABLE

Paper: plain, full
Carbons: file, draft
Special: clip the written table to the typed one

Table 3 is entitled, in two lines, *What 382 Large Firms Have Found Upon Introducing Coffee Breaks, Serviced by a Caterer.* There are four columns; head them *Question, Yes, Perhaps,* and *No.* The question *Has it been popular* scored 95% yes, 3% perhaps, 2% no. The question *Has it improved morale?* got 80% yes, 15% perhaps, 5% no. The question *Has it reduced tardiness?* got 72% yes, 18% perhaps, 10% no. The question *Has it saved time?* got 60% yes, 30% perhaps, 10% no. The question *Has it been convenient?* got 60% yes, 25% perhaps, 15% no. The question *Has it been inexpensive?* got 50% yes, 0% perhaps, 50% no. The question *Has it reduced absenteeism?* got 40% yes, 36% perhaps, 24% no. Question *Would you recommend it?* got 80% yes, 12% perhaps, 8% no. There are no total figures at the bottom.

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: HANDLE TABLES LIKE A SECRETARY
STRESS: SUSTAINED PRODUCTION

LESSONS

192–193

Review

192-A. Tune up on these review lines

192-A. Type lines 2-3 in cadence with someone who sets a good but steady pace on line 1. Repeat in Lesson 193.

1 Why did the man say the box was for him and was not for me?
2 Five or six big jet planes zoomed quickly by the new tower.
3 He gave us 10% plus 28% for 39%. He gave them 47% for 56%.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

192-B. Regain full stride on easy alphabetic paragraphs

192-B. Adjust machine for double spacing; confirm 60-space line (lines are aligned) and the tab-5.

Read each paragraph very closely, looking for any words that you remember have been troublesome; practice these words by typing a line of each. Then type each paragraph until you have produced a copy with 1 or 0 errors.

SI 1.32—fluently easy

4 There is an old, old saying to the general effect that 12
there is more than one way to skin a cat. It is difficult, 24
indeed, to imagine any kind of work where the adage applies 36
more truly than in typewriting. Think, for example, of the 48
many ways to set up a letter. Think of tables; you can fix 60
them up with rules or without rules. Think of reports; you 72
can type them with wide margins or thin ones, equal ones or 84
odd sizes. Just think of all the options that you can use! 96
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

Alternate plan: Take two 5-minute writings, the first with a rest after each minute, the second with no rest whatsoever.

5 Now, some typists lament the options. They wish there 108
were just one way to do each different thing, not realizing 120
that each option was invented to solve some unique problem; 132
thus, knowing the options gives you a kit of ways to settle 144
most problems. For example, suppose you have a letter with 156
a table in it; and suppose further that it is a very wicked 168
table—too wide to stay within the letter margins, perhaps; 180
or so long it spoils the letter placement. What do you do? 192
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

NOTE: The solution here is the one you will use in Lessons 192 and 193.

6 The obvious thing to do, of course, is to lift out the 204
table and type it on a separate sheet as an enclosure; then 216
you say "on the enclosed table" or something like that when 228
you come to the spot where the table should be. Or, if you 240
wish, you can squeeze the columns together, putting four or 252
two spaces between them instead of six. And you can always 264
inject a subtitle that might save space, too, or change the 276
phrasing of your column headings. Yes, options are useful! 288

192/193-C. Apply skill to secretarial production

IMPORTANT EMPLOYMENT ANNIVERSARIES

Week of February 16

Employee	Department	Date	Year
	Chicago Branch		
Mr. Ulysses Hunter	Warehouse	February 16	10th
Mr. Norton McCall	Mail Sales	February 20	15th
Miss Georgia Tyrone	Accounting	February 18	10th
Miss Helen T. Ki	Advertising	February 19	10th
	New York Branch		
Mr. Stephen Kloss	Jewelry	February 17	10th
Miss Margaret Carte	Personnel	February 20	10th

Horizontal rules are used to subdivide a ruled table.

Table 62

ABSTRACTED TABLE

Paper: plain, full
Carbons: file and 3
Special: clip table draft to typewritten table

Mr. Hildreth says, "Each week our computer tells us which employees will be observing their tenth and fifteenth anniversaries the following week. Here is the report for the week of the fourteenth."

```
ANNIVS 10 & 15 WEEK 14TH 20TH INCL

ARTMAN JOAN - CHI - PERSNL - 14TH - 15
DODDS ALICE - SF - ACCTG - 17TH - 10
EASTMAN HAROLD - NY - WAREHS - 15TH - 10
FRENCH BENJ F - CHI - BLDG - 16TH - 10
JORDAN WM - NY - EXEC - 18TH - 15
JUSTIN FAITH - CHI - DRUGS - 19TH - 10
MANN BITHA W - NY - JEWELRY - 16TH - 15
MASSEY EDNA L - SF - RETAIL - 16TH - 10
STRUTH O D - NY - ADVER - 20TH - 10
TOLBER RICHARD - SF - WAREHS - 19TH - 15
```

Computer data is usually highly abbreviated.

"You notice," he continues, "that it includes the employee's name, the branch and department where he works, the date of the anniversary, and whether the anniversary is the tenth or fifteenth. Please make three copies of the data, typed in proper, *un*-abbreviated form, *and subdivided by branches*, for us to send to our branch managers."

Letter 102

DICTATED MEMO

Paper: plain, full
Carbons: file and 3
Enclosure: Table 62

"Now please prepare the following memo for our Director of Personnel, Mr. Dixon, to send to *Branch Managers*. Use my initials in the reference line."

Subject...employment anniversaries...week of june 14...we are pleased to send you on the enclosed page the usual data about employee anniversaries for next week...the list is shorter this year...i believe...than it was a year ago and a great deal shorter than the last two or three lists we sent to you...you will wish to note that personnel bulletin no. 17-J concerning proper observance of anniversaries becomes effective with this group of celebrants... russell p dixon.

Table 63

Letter 103

MEMO CONTAINING AN ABSTRACTED TABLE

Paper: plain, full
Carbons: file only

"Our next task," says Mr. Hildreth, "is to send this same information to the editor of the *News Bulletin*, our employees' paper. So take a memo, please:"

i am pleased to provide you with the data about the employees whose tenth and fifteenth anniversaries will be observed next week...

Insert the table, please, but arrange it with the Fifteenth Year people first, followed by the Tenth Year people.

there are two newsworthy aspects in this release above and beyond the usual credit and honor to the employees named...first...the fifteen-year people are the first to benefit by the new policy of awarding an extra week's vacation to these employees...and secondly...bill jordan ...i mean william jordan...assistant manager of the new york office...whose fifteenth anniversary is to be observed...was a war hero who received the congressional medal of honor in world war ii...the human-interest side of that honor might enable you to build quite a story in connection with his fifteen years with the company.

"Is this memorandum from you or from Mr. Dixon?" you ask. "From me," he replies, "in my role of Personnel Statistician."

LINE: 60
TAB: 5
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: LEARN ABOUT DUPLICATING
STRESS: JUDGMENT

LESSONS

Unit 32. Manuscripts

194–195

Duplicating

194-A. Each line three times or a 1-minute timed writing on it. Repeat in Lesson 195.

194-B. See whether you can produce this:

$\frac{1}{2}$	1	$1\frac{1}{2}$
mmm	mmm	mmm
mmm	mmm	mmm
mmm	mmm	mmm
mmm	mmm	mmm
mmm	mmm	mmm
mmm	mmm	mmm

194-A. Tune up on these easy review lines

1 When they got to the lake, the men paid for the oak panels.
2 Joe quietly picked six razor blades from the old woven bag.
3 Did he move from 1028 39th Street or from 4756 39th Street?

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

194-B. Learn to half-space vertically

To delete half a line of space: [*1*] press the variable spacer (button in left cylinder knob) as you [*2*] turn down the paper *half a line* (until the tops of the short letters disappear under the aligning scale); then [*3*] release the variable spacer and [*4*] return the carriage as usual.

194-C. Confirm machine settings: 60-space line, tab-5; change to double spacing. Lines align.

Type two copies (one in Lesson 194, one in 195) or take two 5-minute writings, the first with 10-second rests after each minute, the second solidly, without rests.

SI 1.27—fairly easy

194-C. Sustain skill on manuscript production copy

4 When a report must be duplicated so that copies may be given to 14
many persons or departments, the typist must study its length so he 27
can decide how many "space savers" to use. 36

There are dozens of ways to save space. You might use single 50
spacing. You might use run-in headings instead of a style that calls 64
for headings on separate lines. You might leave only one blank line 77
where you would otherwise provide two, and only half a blank line, or 91
perhaps none at all, at points where you would usually leave one. 105
Paragraphs could be indented less than five spaces, and the margins 119
could be cut a half inch to get more, and longer, lines on the page. 132

Why bother? Well, a great deal more than space itself is saved. The 147
report will take fewer stencils, less paper, and less time for running 161
and collating the copies; postage will be less for the mailed copies; 175
less file space will be used in the files of all concerned. A great deal is 191
saved! It will be saved, that is, if the typist saves a whole page and not 206
just a fraction of a page; cutting a report of five pages to four and a 220
half does not save much paper, does it? 228

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

Manuscript 65

EXPERIMENTATION
Paper: 2, plain
Line: 60
Copies: 2
Copy 1: 1½ spacing
Copy 2: 2½ spacing
Title: Space Savers
By-Line: yours

194/195-D. Apply skill to manuscript production

After typing the two forms of Manuscript 65 to master the technique of half-spacing, type Manuscripts 66 and 67 in the space-saver form shown, *using a 6½-inch line.* If possible, type Manuscript 66 on a spirit master and Manuscript 67 on a stencil, using the techniques they describe.

BACKING SHEET IS FACED WITH CARBON THAT IS TRANSFERRED TO BACK OF THE MASTER

WAXY SHEET PROTECTS CARBON, MUST BE REMOVED BEFORE THE TYPING IS STARTED

ORIGINAL ON WHICH YOU TYPE

INSERT THIS OPEN END, NOT THE BOUND END

Training Bulletin 19: DUPLICATING↓2½ 11

17

GENERAL POLICY↓1½ 27

As recommended in most books on office procedure, it is our 40
policy to duplicate copies by stencil when 200 or more are needed 69
or when the copies are to be sent outside our office and to use 89
the spirit process on all other occasions. This office does not 102
have an offset duplicator (but it is discussed in this bulletin).↓2 117

118

1. THE SPIRIT PROCESS↓1½ 127

How It Works. A "master" is made on a sheet of coated paper 145
against which is placed a sheet of special carbon (it contains a 158
reproducing dye). The coated paper and carbon sheet are fastened 171
at the bottom and called a "master set." Typing on the master 184
set creates a carbon copy on the reverse side of the master. 196
When the master is put on the duplicator, the machine dampens 210
the copy paper with a chemical fluid, which is the "spirit," then 223
presses the damp paper against the dye on the back of the master. 236
Some of the dye transfers to the paper, making a copy on it.↓1½ 254

Preparing the Master. Six steps are involved. They are: 279

1. Clean the typewriter type. 287
2. Check the arrangement of the material. 297
3. Remove the protective packing sheet from the set. 310
4. Insert the master set, open end first. 326
5. Type the material firmly, evenly. If the typewriter 340
   is electric, reduce its pressure to very low. 352
6. Proofread your typing with great care. 362

Correcting a Master. Making a correction is just a matter of 387
removing the carbon of the error and replacing it with the carbon 400
of the correction, a process that can be executed in many ways. 413
To correct a simple typing error: 421

1. Roll the paper up and bend the master back to expose 434
   the carbon of the error. 442
2. Using a knife or dull razor, lightly scrape off the 455
   carbon containing the error. 464
3. Place a slip of unused carbon (cut from a top corner) 477
   at the point where the correction is to be typed. 490
4. Roll the paper back to typing position and type the 503
   correction. It appears on the front as a strikeover. 517
5. Remove the carbon slip; then continue typing. 529

Related Information. Reproducing carbon is available in red, 554
green, blue, black, and purple colors. Of these, only the purple 567
serves for long runs (up to 200) of vivid copies, which explains 580
why most spirit copies one sees are purple. The other colors are 593
used for illustrating, ruling, and other special art effects. 606
When writing, drawing, or tracing on a master, use a ball pen 619
with a very fine tip or a hard, sharp pencil. 627

PERFORATION PERMITS YOU TO DETACH CARBON EASILY WHEN READY TO PUT THE MASTER ON THE DUPLICATOR

Manuscript 66: Space-Saver Arrangement (Pica) on a Spirit Duplicating Master

EYELETS ARE USED WHEN FASTENING THE STENCIL TO THE DUPLICATOR

LEAVE OUTSIDE ¾ INCH FREE

PICA AND ELITE SCALES COUNT THE USABLE SPACES ACROSS STENCIL

Training Bulletin 19: DUPLICATING Page 2

2. THE STENCIL PROCESS

How It Works. The material to be duplicated is typed on the stencil, making openings in its wax, plastic, or gelatin surface. When the stencil is placed on the ink drum of the duplicator and paper is fed into the machine, the ink comes through the openings onto the paper, making a copy of what was typed on the stencil.

Preparing a Stencil. These are the standard six steps:

1. Clean the type; set the ribbon in stencil position.
2. Check the arrangement of the copy.
3. Put a cushion sheet (several are packed in each box) between the stencil sheet and its backing sheet.
4. Insert the stencil set, bound end first.
5. Type the material firmly, evenly. If the typewriter is electric, reduce its pressure to very low.
6. Proofread your work very carefully.

Correcting a Stencil. If an error is made, you must smooth out and strengthen the stencil coating at that point before typing the correction. These are the standard steps:

1. Turn the stencil up to expose the error.
2. Smooth out the error gently by rubbing it lightly with a glass burnisher or a smooth paper clip.
3. Buckle the stencil and place a pen or pencil between the stencil and its cushion sheet.
4. Strengthen the coating by putting a light but smooth layer of correction fluid (wax) over it.
5. When the correction fluid is dry but is still soft, remove the pen or pencil and type the correction.
6. Continue with the rest of the typing.

Related Information. Stencils may be ordered by the "quire." Most offices stock two grades—a low grade for short runs and a high grade for long runs (up to 2,000 copies) and for work that is to be illustrated with lettering or pictures.

3. THE OFFSET PROCESS

How It Works. The material is typed on a special "plate" or "mat" of paper, plastic, or metal; the duplicator presses a rubber roller against the offset plate to pick up an image of the copy, then presses the roller against the copy paper. The copy is made by the roller, not by the offset plate itself.

Preparing a Plate. You type the material on the plate just as you would type it on ordinary typewriting paper.

Correcting a Plate. Corrections are made with a soft eraser or by pasting a patch over the error.

Related Information. An offset duplicator costs much more than other duplicators and is not used in many offices; but the ease of plate making, the high quality of the printing, and the long runs of which it is capable promise well for the future.

STENCIL SHEET ON WHICH YOU TYPE

TISSUE "CUSHION" MUST BE INSERTED BETWEEN STENCIL AND BACKING SHEET

BACKING SHEET IS STIFF PAPER

Manuscript 67: Space-Saver Arrangement (Pica) on a Duplicating Stencil

LINE: 60
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: LEARN ABOUT ELECTRICS
STRESS: CONTINUITY

LESSONS

196–197

Electric Typing

196-A. Each line three times or a 1-minute timed writing on it. Repeat in Lesson 197.

196-A. Tune up on these easy review lines

1 A neighbor may wish to make a visit to the chapels with us.
2 Jack quietly moved up front and seized the big cask of wax.
3 The different log lengths were 10", 28", 39", 47", and 56".
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

196-B. Adjust margins for 6½-inch line; set for tab-5 indention. Allow 1-inch top margin and plan for half-inch to 1 inch bottom margin.

Read the copy and note where you will need to half-space. This is to be arranged in space-saver style, as you used on pages 299 and 300.

If possible, start by taking a 5-minute timing on this page, then continue the manuscript.

SI, this page 1.62—difficult

196-B. Apply skill to sustained production

Training Bulletin 20: ELECTRIC TYPING 23

GENERAL PURPOSE 32

The purpose of this bulletin is to provide help and guidance for 51
manual typists who convert to the use of electric typewriters. As in 65
the rest of the business community, about half our machines are al- 78
ready electric; we look forward to a complete transfer away from the 92
manual machine within the next six to ten years. 102

GENERAL ORIENTATION 112

There are many kinds of electric typewriters. Manufactured in the 131
United States are the IBM, the Remington, the Royal, the Smith- 144
Corona, and the Underwood. Brought in from Europe are the Adler, 157
the Facit, and the Olympia. 163

Two manufacturers produce machines with proportional spacing 176
(that is, the machines allow more space for wide letters and less space 191
for narrow letters); these machines are the IBM "Executive" model 204
and the Underwood "Raphael" model. 211

One manufacturer also produces a machine, the IBM "Selectric" 224
model, with no typebars and no carriage. It has a "printing head" the 239
size and shape of a golf ball that whirls and tilts to strike the paper. 253
The printing head is mounted in a carrier that spaces across the paper. 268
Except that one returns the carrier instead of a carriage, the machine 282
is operated like most other electrics. 290

The Smith-Corona electric is available in three sizes: the full-size 305
"400" model, a portable, and a mid-size "250" model. 316

When you receive your machine, orient yourself to it in three 329
stages: find the known; find the new; then build control. 341

STAGE ONE: THE KNOWN 351

All machines must have certain basic controls. Start on your new 371
machine by learning the controls for these operations: 382
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

Illustrations: standard American electrics, pages 4-5; "Selectric" and the European, pages 302-303.

Manuscript 68

LONG MANUSCRIPT IN SPACE-SAVER FORM
Paper: plain, full
Carbons: one, for you to retain
Line: 6½ inches
Style: page 299-300
Spacing: single with half-space blanks

IBM Selectric has a

printing head instead of type bars and carriage.

Adler Electric

Facit Electric

1. How to release the carriage (or carrier) by hand so that you may reposition it; practice moving it back and forth. 14 25

2. How to know at what point the carriage (or carrier) is now set; move the carriage to 40, to 75, and so on, noting where the space scale, the print-point indicator, and so on, are located. 39 52 64

3. How to adjust the paper guide; set it to center your paper at 50 or 60 or some other point that is easy to find and remember. 78 91

4. How to set the margin stops; set them for a 60-space line. 105

5. How to adjust the spacing; set it for single spacing. 117

6. How to adjust the ribbon; set for the top, black, position. 131

STAGE TWO: THE NEW 141

Because the typewriter is electric, it has some parts you do not have on a manual. Locate and use these parts: 161 169

7. *The pressure regulator* adjusts the impact of the typebars on the paper; move it from lowest to highest, then back to midway. 193 205

8. *The carbon impression regulator* moves the cylinder back to provide room for thick carbon packs; adjust the regulator across its full range and then set it at its lowest (forward) position. 231 246 257

9. *The power switch* turns the motor on and off; turn it on. 277

10. *The space bar* may have two positions: a shallow one for normal spacing and a deep one for continuous spacing. Try both a heavy and a light stroke on your space bar—any difference? 296 310 320

11. *The carriage or carrier return* is an oversize key at the right side of the keyboard (if there is one on the left side, too, ignore it). It is controlled by the little finger of the right hand. This key, too, may have two positions: a shallow one for a single return, a deep one for repeated returns. Test yours. 347 362 376 390 396

12. Most electrics have some "repeat keys" that continue to repeat their function so long as you hold them depressed. Check your machine for a repeat space bar, a repeat carriage or carrier return, a repeat underscore, and a repeat backspace key. 411 425 439 447

13. Confirm whether your machine has relocated its apostrophe, quotation, underscore, cent, per, and asterisk keys. 460 471

STAGE THREE: BUILD CONTROL 482

The thing to avoid in becoming used to your electric machine is any effort to press for speed in the first hour of using it. Instead, type each of the following drill lines three or more times. 502 517 527

14. STROKING. Use short *tap* strokes, just miniatures of the firm strokes you use on a manual. Keep hands in home position, but *above*, not *on*, the home keys. Say "and" to yourself before each key stroke. 542 556 570

Leave a blank half-space above each line of drill and a full blank line after each set of drills. Use tab-5 on each drill.

aa ;; ss ll dd kk ff jj gg hh ff jj dd kk ss ll aa ;; ss ll 13

aqqa ;pp; swws lool deed kiik frrf juuj fttf jyyj fggf jhhj 31

azza ;//; sxxs l..l dccd k,,k fvvf jmmj fbbf jnnj fghj jhgf 49

15. SPACING. Get the thumb off the space bar quickly. Keep your 64
wrists low. Emphasize a straight, sharp, up-and-down tap stroke. Do 78
not let your thumb swerve inward or outward. 87

z y x w v u t s r q p o n m l k j i h g f e d c b a ; : , . 105

a b c d e f g h i j k l m n o p q r s t u v w x y z . , / ? 123

Hermes Electric

16. CARRIAGE OR CARRIER RETURN. After each of these words, 136
return the carriage or carrier by a single quick jab of the little finger. 151

waist seize farms exits stirs shall silky doily quick whist 169

payer minor order hunts handy leash moron pearl match knock 187

17. CAPITALS. Get every letter squarely on the line of writing. Hold 202
the shift key down long enough—but not too long. In the last line, 216
capitalize each letter separately; do not use the shift lock. 228

aAa bBb cCc dDd eEe fFf gGg hHh iIi jJj kKk lLl mMm nNn oOo 246

pPp qQq rRr sSs tTt uUu vVv wWw xXx yYy zZz ;:; ,,, ... ;/? 265

Fran Dale Carl Stan Drew Bess Anne Cora Ruth Vick Alan Dora 283

Lyle Jinx Lisa Nora Linc Mina Jack Hall Nate Hank Jane Paul 301

A NEIGHBOR MAY WISH TO MAKE A VISIT TO THE CHAPELS WITH US. 319

Olympia Electric

18. TAB CONTROL. Clear any stops that may already be set and set 333
new ones 13, 28, 38, and 50 spaces from the left margin. 344

Leave 6 spaces between these "columns."

Abcdefg	Hijklmnop	Qrst	Uvwxyz	Alphabets	362
Buffalo	Cleveland	Lina	Moscow	Baltimore	380
Phoenix	Ford City	Cody	Dallas	Corvallis	398

19. REPEAT UNDERSCORE. Use the same tab stops as in No. 18. 412
Avoid "running over" with the repeat underscore. You will need to 426
look at the paper as you do this practice with the repeat underscore. 440

Atlanta	St. Louis	York	Denver	Lynchburg	472
_____	_____	____	_____	_____	490

20. BACKSPACER AND SHIFT LOCK. Clear the tab stops from No. 19 503
and set a new stop at the center. Center each of these lines; if you do 518
so correctly, the letter E should align. 526

Leave 4 spaces between these groups of words.

Come One Come ALL To the Finest Junior–Senior Ball 545

21. NEW KEYS. Type the drills appropriate for the key relocations 560
on your new machine. 564

;'; ''' ;'; Al's car isn't as new as he'd like us to think! 13

;'" """ ;"; "Welcome home," I said. "When did you arrive?" 31

k8* *** k*k The asterisk (*) is on the 8 on some electrics. 50

j6¢ ¢¢¢ j¢j Jim bought 14 for 5¢, 21 for 6¢, and 18 for 7¢. 68

s2@ @@@ s@s The gloves sell @ 26¢ a pair, not @ 62¢ a pair. 86

22. POWER DRILLS. Repeat each of these lines until you can do so without one pause or one error. 100 107

Jack quietly moved up front and seized the big cask of wax. 125

Jinx gave back the prize money she won for her quaint doll. 143

Ask her for the big rig she had the two men get out for us. 161

Jan got the forms for the firm and may also work with them. 179

A FINAL SUGGESTION 189

Some typists expect their speed to soar the moment they begin to work on an electric machine. Please note that your speed will *not* soar. It might creep up slightly, but not much. It is like having a new pair of fine shoes: you have to break them in; then you can walk more comfortably and with less fatigue, but your habits of walking will probably keep you from walking faster than you did before. 208 223 237 251 264 276

It takes about three days on an electric before the manual typist is fully at home with his new machine. On the first of these three days, aim for about half your former speed; on the second day, for about three-fourths your speed; on the third day, get back to your normal pace. *Then* perhaps you can speed up a bit! 291 305 319 332 343

If you use the same space-savers you did on pages 299 and 300, you will complete "Bulletin 20" fully in three typed pages.

LINE: 60
SPACING: SINGLE
DRILLS: THREE TIMES
GOAL: TO LEARN ABOUT DISPLAY ARTYPING
STRESS: EVEN STROKING

LESSONS

198–199

Artyping

198-A. Tune up on these review lines

198-A. Each line three times or a 1-minute timed writing on it. Repeat in Lesson 199.

1 Both the town and city may make the firm fix both big oaks.
2 Roxie picked off the amazing yellow jonquils by the cavern.
3 She lost checks #10, #28, #39, #47, and #56 along the road.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

198-B. Regain full skill on preview words

198-B. Type to your need. ACCURACY: The three lines as a paragraph three or more times. SPEED: Each three times.

4 extraordinary important headings justify squeeze pains look
5 professional carefully indicate occasion finally other jump
6 specialized scrutinize inserted material require draft long

198-C. Adjust machine for double spacing, 70-space line (lines will align), and a tab-5 indention.

In Lesson 198, type the first paragraph three times with no more than one error in each copy or until you have a copy that is errorless. Type the second paragraph in this way in Lesson 199.

SI 1.28—easy-normal

198-C. Boost skill on alphabetic paragraphs

7 Once in a while a typist has a task that is important enough for 14
him to take extraordinary pains in making it look professional. When 28
that occasion comes up, the typist who can make every line end evenly 42
with the others and can design big display letters to use in headings 56
will see that he has a big jump over other typists. Such specialized 70
skills require a bit of practice, but they are easy and fun after you 84
have got the knack of them. They are not skills for a beginner; they 98
demand that the typist be a true master of the machine and its parts. 112
8 When you wish to justify a group of lines (that is, make all the 126
lines end at the same point), you start by typing a first draft. You 140
set the margins for the length of line you want to fill; and then you 154
type the material, making every line come as close as you can to your 168
desired point of line ending. In general, it is better to have lines 182
too short than to have them too long. Scrutinize the draft carefully 196
and note exactly how many spaces have to be saved or inserted to 209
make the lines end evenly; most typists fill out the lines with the 223
number sign, to show how many spaces will be needed. Finally you 236
retype the copy, making all the adjustments you need—if you miss 249
one, look out! 252

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

198/199-D. Apply your skill to display production

Training Bulletin 21: LINE JUSTIFYING 23

25

When there is occasion to give material special display, try 37
the artistic touch of line justifying; here is how to do it: 49

50

To justify lines (that is, 63
to make them end evenly),### 76
two steps are required: 87
1. Type the copy, ending## 99
each line as near to the de- 112
sired ending point as you### 124
can. Except for paragraph## 137
endings, fill in short lines 150
with # signs to show how#### 162
many spaces each line needs. 175
2. Type the final draft,## 188
inserting all the necessary# 200
spaces to spread the lines.# 213
Scatter the spaces so that## 226
they do not occur together. 238

To justify lines (that is,
to make them end evenly),
two steps are required:
1. Type the copy, ending
each line as near to the de-
sired ending point as you
can. Except for paragraph
endings, fill in short lines
with # signs to show how
many spaces each line needs.
2. Type the final draft,
inserting all the necessary
spaces to spread the lines.
Scatter the spaces so that
they do not occur together.

239

This technique would not be used in correspondence but would 252
be very fine in typewritten announcements or advertisements. 264

Manuscript 69

JUSTIFIED DISPLAY
Paper: plain, full
Carbons: file
Spacing: optional
Style: as shown

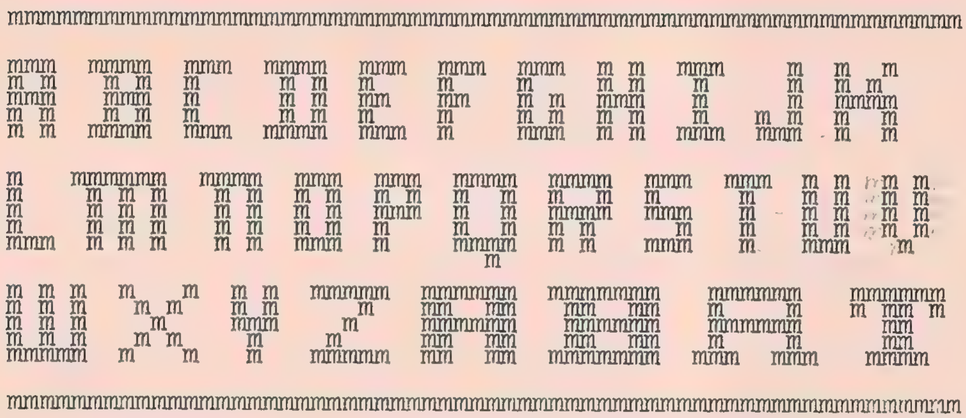
Manuscript 70

LETTERED DISPLAY

Paper: plain
Carbons: file
Spacing: optional
Style: as shown

Training Bulletin 22: DISPLAY LETTERING

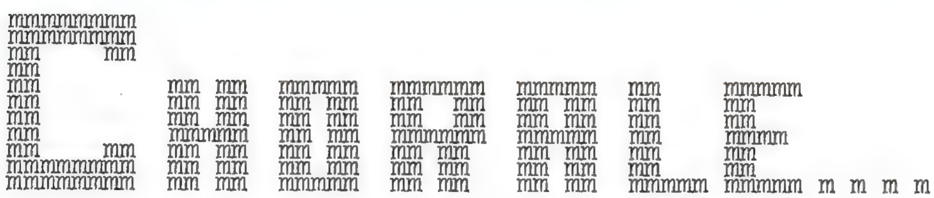
The most useful form of artistic lettering in display typing is the style shown in the alphabet below. It is constructed of small m's, arrayed with half spacing. The easiest way to make such letters is to type all the m's that will appear on the regular single-spaced lines. Next, you adjust the machine to half-line spacing so you may insert the needed parts of each letter. Thus:



Manuscript 71

LETTERED AND JUSTIFIED DISPLAY

Paper: plain
Carbons: file



Members of the Portland Products Company Chorale will meet,
speak, sing, recite, enact, and in general have a wonderful
time this evening at eight o'clock in the auditorium. New#
members are welcome. There are no dues. All you need is##
a standard speaking voice. Come one, come all! Have fun##

Be sure to justify all the lines!

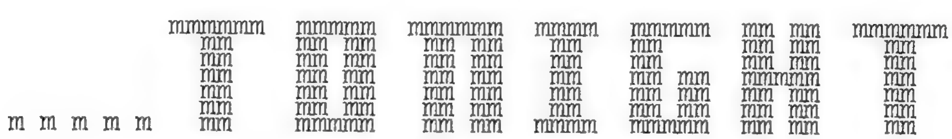


Table 64
DICTATED TABLE

Paper: full, plain
Carbons: file only
Style: ruled form

The material you have been typing [pages 299-305] has been for Miss Priscilla Trotter, director of training. She dictates a table to you, which is to be an enclosure for the next letter.

Entitle this table "Distribution of Training Time," subtitled "Portland Products Company." We have three columns, to be headed "Activity," "Hours," and "Percent." Ready? 18 29 33 48 50

Correspondence, 40 hours, 28.6%. Skill building, 30 hours, 21.4%. Tabulation, 25 hours, 17.8%. Reports, 23 hours, 16.5%. Forms, 15 hours, 10.7%. Company policies, 5 hours, 3.5%. Display typing, 2 hours, 1.5%. Totals, 140 hours, 100.0% 67 77 84 93 101 128

Letter 104
2-PAGE LETTER, DICTATED; BLOCKED

Paper: workbook 377
Carbons: file only
Review: page 203
Body: 291 words
SI: 1.46—fairly hard

"This letter," says Miss Trotter, "is a reply to one from Miss Jane T. Brown, Department of Personnel, Martin Miller & Sons, 50 Broad Street, Atlanta, Georgia, 30303. Ready for dictation? 4 15 24 34

we feel very much flattered by your inquiry about some of the details of our training program for new members of our office staff...i am pleased to reply to your questions...*Please center a heading, "1. Time Allotment"*...our program for new office employees lasts for four weeks of 35 hours each...giving us a total of 140 hours for the program...the hours are distributed as indicated on the enclosed table...*paragraph* ...you will wish to note that the program is for persons who have already had basic training in school...the program is focused on orienting the new worker to our (*underscore "our"*) policies...for example...you know that there are dozens of ways to arrange letters...in our program we deal only with the one (*underscored*) way we (*underscored*) arrange our (*underscored*) letters... *Center a heading, "2. Display Typing"*... 42 51 59 67 78 94 102 120 129 136 145 153 162 170 176 184 192 198 204 223

yes...we do give much attention to display typing...of the 140 hours...we schedule 2 hours for what might be considered art (*quote "art"*) typing...we teach newcomers to justify lines and to construct large letters...few new employees know how these are done...*paragraph*... 232 240 248 253 261 269 273

you may wonder why we give this much attention to artyping (*quote "artyping"*) ...the answer is simple...many of our employees are typists...and we find that they give more attention to announcements when they are embellished with signs of real typing craft...also...our firm makes great use of duplicated advertisements... these...too...get more attention when they are given deft art touches...*paragraph*...i am enclosing for your interest two of our current training bulletins that deal with display typing...as well as a sample of the kind of attractive displays we post on the bulletin boards in our offices and lounges...you would be surprised by some of the fine work that our typists are able to create. *Fine. Please enumerate the four enclosures.* 282 287 294 303 311 319 327 335 342 349 382 390 398 407 416 424 432 439 451

Letter 105
Table 65
LETTER WITH TABLE

Paper: workbook 379
Carbons: file only
Body: 317 words
SI: 1.47—fairly hard

Looking at your work, Miss Trotter says, "It seems foolish—especially for a training director!—to put the table on a separate page when it is short enough to fit in the letter. Please retype the letter and insert the table—without the title and subtitle, of course—after the second paragraph. Change the lead-in to *hours are distributed as follows.*" With a grin, she adds, "Now that will change the enclosure listing, too, won't it?"

Test 8-A

TIMED WRITING ON PARAGRAPH COPY

Paper: workbook 383
Line: 70 spaces
Tab: paragraph 5
Spacing: single
Length: 5 min. (2) or 10 min. (1)
Grade: box below
SI: 1.42—normal

5-MINUTE SPEED WITHIN 2 ERRORS
10-MINUTE SPEED WITHIN 5 ERRORS

60-up ..... A
55-59 ..... B
45-54 C
40-44 ..... D

If you make excessive errors, base speed on what you type prior to first excessive error.

Test 8-B

Manuscript 72

TIMED WRITING ON SPACE-SAVER REPORT

Paper: workbook 384
Line: 6½ inches
Top margin: 1 inch
Style: page 299
Grade: box above or page 309 panel
SI: 1.42—normal

LESSON

Progress Test on Part Eight

200

	8-A	8-B
Training Bulletin 23: THE TELEPHONE		22
When a customer or other friend of the company reaches one of us	14	36
on the telephone, we are the company to that caller. If we are quick	28	50
to answer the phone, the company seems wide awake. If we are	40	62
helpful and sympathetic, the company seems to be that way, too. If	54	76
our voice is zestful, if our manner is friendly, the caller will associate	69	91
such cheerfulness and friendliness with the whole company. These	82	104
examples are obvious. The reverse is also obvious, is it not?	95	117
Anything that we can do, therefore, to improve our techniques of	109	131
telephoning will be to the good. The purpose of this bulletin is not	123	145
to criticize any department or person but simply to review some basic	137	159
things that make a difference in the image we create with the public.	151	173
WHEN WE ANSWER 1. We Are Prompt.		186
As already intimated, few things are quite as critical as is the	165	200
promptness of our picking up the phone when it rings. It should be a	179	214
general rule that we answer between the first and second ring, surely	193	228
before the third. This means that all of us should make arrangements	207	242
with someone to answer our phone when we are not there.	219	254
2. We Identify Ourselves.		269
The first words we speak are also keenly significant. We should	233	283
express a word of greeting appropriate to the hour of the day and	246	296
add a word or two that will assure the caller that he has the right	259	309
party or department. A secretary says, "Good morning, Mr.	271	321
Wilson's office; Miss Smith speaking. May I help you?" If she then	285	335
connects the call to Mr. Wilson, he says, "Good morning; Mr.	297	347
Wilson speaking," or "Good morning; this is George Wilson." A call	311	361
to a department should bring the reply, "Good morning, Credit	323	373
Department; Miss Hall speaking. May I help you?" The person who	335	385
simply says, "Hello," doesn't play fair!	344	394
3. We Smile As We Speak.		408
There is a middle ground we should seek between being too sugary	358	422
and too crisp. The middle ground seems to come best if we smile	371	435
when we reach for the phone and hold the smile as we express our	384	448
greeting. It is very hard, thank goodness, to smile and grumble	397	461
simultaneously.	400	464
4. We Really Try to Help.		479
When someone calls us, it is for a reason; if we can satisfy his	414	493
purpose, he is indebted and impressed and grateful. We serve	428	507
company interest best if, within the limits of our authority, we try	440	519
our best to help him fulfill his purpose.	448	527

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13

If preferred, Tests 8-B, 8-C, and 8-D may by typed completely (maximum time: 15 minutes for each) and be graded on this penalty scale.

PENALTY SCALE

—3 for each major error (top margin, line length, line-spacing, general correctness of form, etc.)
—2 for each minor error (blocking, aligning, centering, indenting, etc., of individual parts of the job)
—1 for each typographical error

GRADING SCALE

0-1 PENALTY ..... A
2-3 PENALTY ..... B
4-6 PENALTY C
7-8 PENALTY ..... D

Test 8-C
Letter 106
TIMED WRITING ON DICTATED LETTER

Paper: workbook 385
Style: blocked
Grade: panel above or page 308 box
Body: 245 words
SI: 1.35—easy-normal

james e flaherty...392 harvard street... 16
albany...new york...12001...dear jim... 24
i am more than delighted to learn of 33
your quick recovery from your accident 41
...it does not seem possible that you are 49
ready to come back to work already...but 57
...of course...i am extremely happy that 64
you are...i hope that you will not overdo 73
things at the start...take it easy for a 81
while...jim...please do not try to step 89
back into full harness right away... 96
i suspect that the visit to harding-hill 105
company will be the first thing you will 113
wish to confirm...i found mr thompson... 121
our contact at harding-hill...to be a very 130
congenial man who really knows what the 138
score is...he was promoted up from the 145
ranks...he has been an operator of most 153
kinds of office machines and is now in 161
charge of the mailroom production work 169
for his firm...he knows exactly what he 177
wants and how he will use whatever equip- 185
ment is purchased for him... 191
mr thompson is almost certain to requi- 199
sition a battery of eight or nine of our 208
model 19's...but he also wants a folder 215
that will handle a special paper stock... 224
the factory is now completing this spe- 231
cial folder and will have it in your hands 240
within a week...i have been told... 247
if you can...jim...write him two or 254
three days before you call to see him... 262
and when you do...tell him that you will 270
be bringing the special folding machine 278
for which he asked...cordially *and so* 290
on...theodore wilson...sales manager 301

Test 8-D
Table 66
TIMED WRITING ON DICTATED TABLE

Paper: workbook 386
Style: ruled table
Grade: panel above or page 308 box
Start: plan made and machine adjusted

This is table 16, "secretarial impact on 28
supply purchases," compiled by you... 34
we will have the rank of each item, the 52
name of the item, and its percent. 82

rank 1 is carbon paper, 60% 90
rank 2 is typewriter ribbons, 59% 97
rank 3 is erasers, 55% 103
rank 4 is filing materials, 53% 109

rank 5 is typewriter cleaners, 50% 118
rank 6 is typewriting paper, 49% 124
rank 7 is electric typewriters, 48% 132
rank 8 is manual typewriters, 47% 139

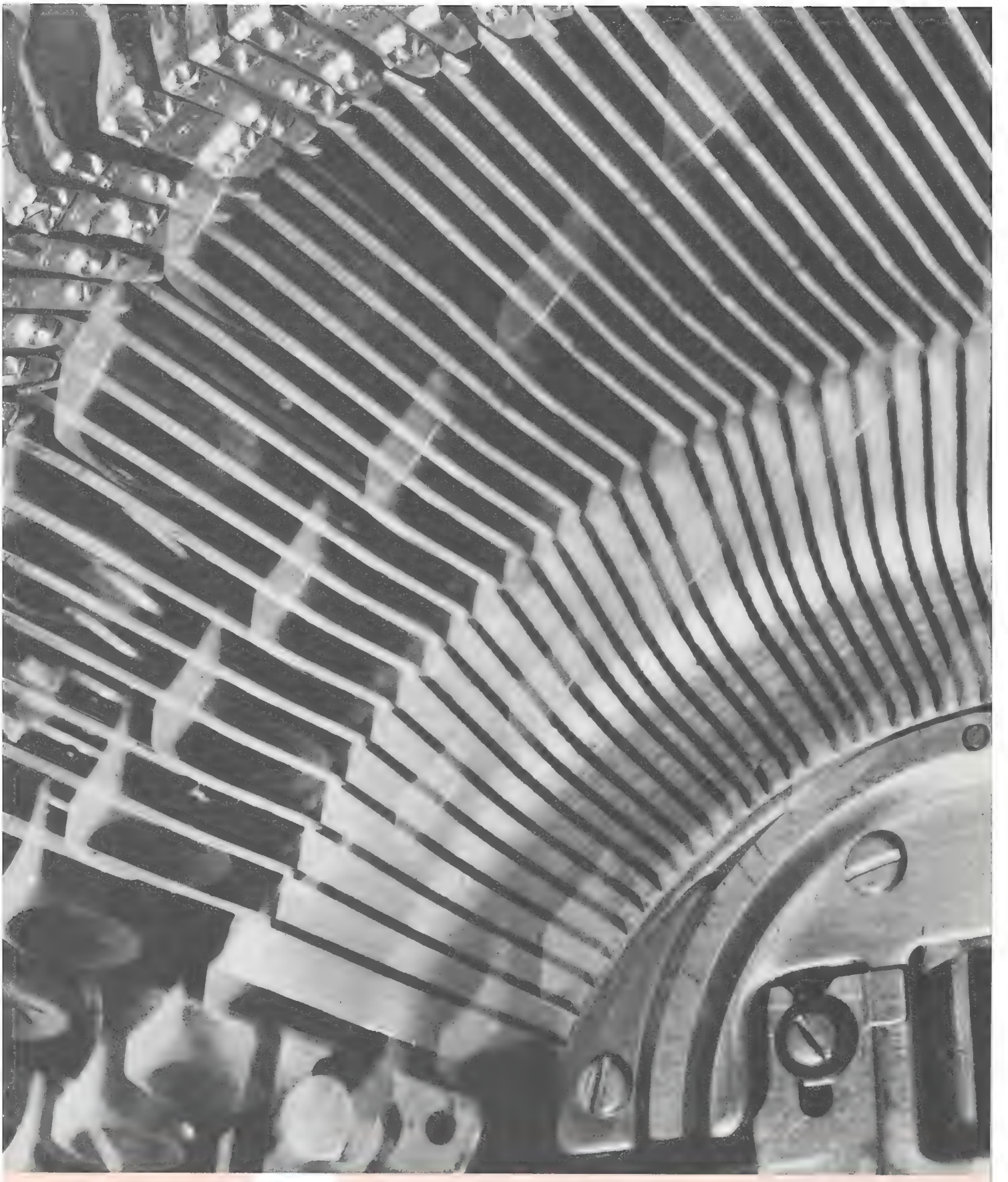
rank 9 is posture chairs, 46% 146
rank 10 is desk staplers, 45% 152
rank 11 is writing ink, 43% 158
rank 12 is duplicating stencils, 41% 165

rank 13 is duplicating masters, 40% 173
rank 14 is copyholders, 39% 178
rank 15 is desk pen sets, 38% 184
rank 16 is dictation notebooks, 37% 192

rank 17 is boxed paper clips, 36% 199
rank 18 is boxed ball pencils, 34% 208
rank 19 is office desks, 32% 214
rank 20 is dictation machines, 31% 221

rank 21 is engagement calendars, 30% 230
rank 22 is scissors, blades, 29% 236
rank 23 is postal meters, 28% 242
rank 24 is duplicating machines, 27% 250

rank 25 is boxed lead pencils, 26% 257
rank 26 is adding machines, 24% 263
rank 27 is filing cabinets, 22% 269
rank 28 is photocopy equipment, 16% 277
.....Average is 34% 293



9 SKILL BUILDING • SECRETARIAL PROJECTS • INVENTORY TESTS

LINE: 60
TAB: 5
SPACING: DRILLS, SINGLE; PARAGRAPHS, DOUBLE
DRILLS: THREE TIMES
GOAL: BOOST SKILL
STRESS: LEVEL HANDS

LESSONS

Unit 33. Skill Development

201–202

Skill drive

201-A. Type each line in "pyramid" style, like:
The
The chairman
The chairman of

201-A. Tune up on these review lines

1 The chairman of the panel paid us for a visit to the dorms.
2 Zeke buys exquisite jewels and gives them for a prize copy.
3 For 2 for 23 for 234 for 2345 for 6 for 67 for 678 for 7890
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

201-B. Type one copy. If you stall, circle the word.

If you make more than one error, your goal must be for accuracy; one or no error, the goal is speed.

SI 1.53—rough, tough, and alphabetic!

201-B. Measure your skill on double-letter-loaded text

4 All sorts of goods, needs, and supplies are offered in vending machines. A traveler buys sweet-smelling perfumes, a toothbrush and toothpaste, hairdressing, and other common traveling needs. Such supplies as books, booklets, writing paper, boxes of cards, puzzles, and hobby goods help pass a few hours. Hungry people have access to all manner of food matter. One buys apples, coffee, eggs, jellies, bottles of liquids, butter, rolls, berries, cheeses, and allied foods. 14 27 40 54 68 82 96
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

201-C-D. Type to goal you ascertained in 201-B.

ACCURACY: Each group of lines as a paragraph at least three steady times.

SPEED: Each individual line three or more times.

If the drill is for any letter you missed or on which you paused in 201-B, type the line two or three extra times.

201-C. Improve stroking on double-letter words

5 EE veneered between upkeep seems green breed been sees feel
6 OO overlook foolish cooler looks goods flood pool soon good
7 SS possible express excess dress asset class toss pass miss
8 LL followed million fellow spell hilly drill mill full ball
9 TT attempts matters bitter attic witty putty mutt putt mitt
10 FF effected differs effort stuff offer cliff miff buff cuff
11 MM commands commerce immense grammar mammoth hammers common
12 CC accepted accuracy accused success account accents occurs
13 PP happened equipped appeals dropped clipper support apples
14 ZZ dazzling puzzling puzzles fizzled muzzles fuzzily nuzzle
15 BB pebbling cribbage cabbage cribbed jobbers ribbons abbeys
16 NN connects channels manners pennies annexed annuals canned
17 GG suggests struggle begging baggage logging diggers bigger
18 OO moonshot bloodily coolant toolbox schools boodles stools
19 RR surround borrowed stirred correct arrived borrows errors

201-D. If you can be timed, take 1-minute writings on each line (speed) or the group of lines (accuracy) rather than as directed in "201-C-D" preceding.

201-D. Regain stride on alternate-hand speed sentences

20 The eight men may make their bid for the big fight by then.
21 Hang the fur cowls by the big chair; then sit down with us.
22 The men paid us for six pans, but did they pay us for soap?
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

Errorless copy, please!

201-E. Repeat 201-B to mark your improvement

201-F. Type one copy to mark your rate and set your goal for 201-G.

If you make more than one error, your goal must be for accuracy; one or no errors, then it is speed.

SI 1.27—fairly easy IF you have mastered control of one-hand sequences.

201-F. Measure your skill on one-hand-loaded text

23 Once upon a time, it was a treat to look upon the vast herds of 14
skinny cattle that lanky cowboys, feet in stirrups and seat in saddle, 28
drove off the grasslands to the market. The great drives were uphill 42
going, likely, and were a test of man and beast. The cattle were far 56
from the plump breed we enjoy now; but the reward for millions of 69
steers was raw cash, cash pumped willy-nilly East to West. In my 82
opinion, only by the drives of wild, jumpy steers did the West grow. 96

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

201-G. Type to the goal you set by your 201-F.

ACCURACY: Each group of five lines three times, as though a paragraph.

SPEED: Each individual line three quick times.

CAUTION: Sit erect; do not sway. Shoulders and arms must stay level.

201-G. Improve stroking on one-hand words

24 after area are imply hulk hip freed best bet jumpy join ink
25 craft card car kinky kiln joy defer date dad lumpy noun lip
26 extra ease ear milky mink mum farce gave set nylon upon kin
27 great fare get onion lion oil react read red pupil yolk ply
28 state save web phony only him waste were few union p.m. mop

29 seated pinion better uphill treats hominy crate lymph after
30 aware pylon grade knoll exact plump deter holly water mommy
31 acre holy base jump case kink draw lily edge mill fact noon
32 age hum bad ill car nip err ohm fad pun gas yon sew hop vex
33 at on as no we in be my ad up ax un ex ho de pi re oh be no

201-H. Errorless, now?

201-H. Repeat 201-F to mark your improvement

202-A. This time, each line three quick times.

202-A. Repeat 201-A for a quick tune-up

202-B. Type one copy to mark your rate and set your goal for 202-C.

If you make more than one error, your goal must be for accuracy; one or no errors, then it is speed.

SI 1.57—difficult

202-B. Measure your skill on long-reach-loaded text

34 The cultivation of our coffee requires limitless care, and five pains- 15
taking years are required to develop a mature product. The snowy 28
and fragrant blossoms turn into red and green cherries; they cannot be 42
harvested by machinery. The beans are the pits from the coffee 55
cherries. Approximately 2,000 of these are necessary for a pound of 69
roasted coffee. Beans require a long drying process before they are 83
hulled, graded, and shipped out to be tested, blended, and roasted. 96

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

202-C. Type to the goal you set by your 202-B.

ACCURACY: The group of four lines three times, as though a paragraph.

SPEED: Each individual line three quick times.

202-C. Improve stroking on vertical reaches

35 borrow chance enemy bran boat bore mush mutt cue may but my
36 models creams noisy veer note crow vest bent mix cry vow be
37 axioms lesson gowns poem webs room iron town web pin won on
38 loaned convex items next oxen owns pins upon ebb ton one in

202-D. As in 202-C. Don't let your hands move—keep the little fingers well anchored.

202-D. Improve stroking on horizontal reaches

39 attends purse agree water lunge save puff army once put ate
40 attempt slate lunch about ounce late page able purr ago wag
41 hollows blade gaily trace trail hope talk game ball ram pat
42 barging upper basal frail value gale shop hoop hump tan gas

202-E. Repeat 202-B to mark your improvement

202-F. Use single spacing, a 50-space line, and tab-5 indention for paragraphs.

Type one fluent copy with no pauses except a brief rest after each paragraph. Or, take two 5-minute writings, the first with a rest after each minute and the second solidly.

Strive for near-perfect rhythm and error-free copy.

SI 1.22—easy

202-F. Now set a record on this smooth, easy copy

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

43 The first and quickest step to take, for the 10
person who wants to win the title of The Pest, is 20
to become the ear of the head of the office. Run 30
to him with every tidbit of news you can. He may 40
not seem grateful, and it is hardly surprising to 50
learn that your fellow workers will be unhappy to 60
have you do this; but there is no doubt that they 70
will know who you are. This is a sure method for 80
becoming well known, even if not very well liked. 90

44 Another big, sure step, and it is not a very 100
hard one for most of us, is to become the one who 110
knows all the answers, right or wrong. If you do 120
not know an answer, invent one. Don't hold back; 130
speak up. When a group in the office is talking, 140
barge in and have your say. There is probably no 150
better way to break up office cliques and prevent 160
wasteful use of office time. It also keeps other 170
folks from talking about you, something that they 180
will be prone to do if you take this simple step. 190

CAUTION: It is very easy to lose your place in single-spaced material like this; pay strict attention to the copy.

45 A third step that you can take if you desire 200
more direct action in winning the title is to ask 210
for help from all the others. Make it clear your 220
work load is heavier than that of the others, and 230
much more important, too, and that the least they 240
can do is lend a hand. Now, you cannot make much 250
headway in this realm unless you persist; plan to 260
grab at least two helpers a day. And watch them, 270
too, so you can be sure to criticize what they do 280
for you. They will concede your title very soon. 290

46 There are, of course, many other tricks that 300
one can do to become The Pest. You can always be 310
late, you can make mistakes and pass the blame on 320
to others, you can wear strange clothing and talk 330
about it a lot, you can tell others to make phone 340
calls for you, and so on; but the truly effective 350
steps are the three outlined above. And when you 360
have won the title, cherish it; for, you will not 370
be there long enough to make very much use of it. 380

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

LINE: 60
TAB: 5
SPACING: DRILLS, SINGLE; PARAGRAPHS, DOUBLE
DRILLS: THREE TIMES
GOAL: BOOST SKILL
STRESS: STEADY PACE

LESSONS

203-204

Skill Drive

203-A. Type each line in "pyramid" style, like:
Their
Their firm
Their firm is

203-A. Tune up on these review lines

1 Their firm is paid to visit the towns for the eighth audit.
2 Five extra-bright boys could work now to pass a major quiz.
3 We looked at Models 2810, 2839, 2847, and 2856 at the shop.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

203-B. Type the first three paragraphs, page 315, or take a 5-minute timed writing on them.

GOAL: 50 words a minute, 0-1-2 errors.

If you make more than two errors, your goal in Lesson 203 must be for accuracy; fewer, the goal is speed.

203-B. Inventory your present skill

203-C. Improve stroking on 2-letter word beginnings

203-C-D-E. Type to the goal found in 203-B.

ACCURACY: Each three-line group three times as though a paragraph.

SPEED: Each line three consecutive times.

4 RE request regards receipt record really rebate refer react
5 AL almonds already altered alloys almost always allow album
6 DE deposit details depends demand decide deduct delay defer
7 EX expense explain express excess expect except extra exact
8 UN unusual untried unknown unpaid unless unable until under
9 IM improve imagine impress import impose impact imbue imply
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

203-D. Improve stroking on 3-letter word beginnings

10 COM complete commence compete company comment common coming
11 PRO progress provided project produce proceed proper profit
12 SUB subtract sublease sublime subways subject submit sublet
13 OUT outcomes outright outlook outline outside output outfit
14 CAN canteens canopies candies candles canvass cannot candid
15 PRE prepared previous precede premium prevent prepay prefer
16 SUR surfaces surmount surpass surplus survive surtax survey
17 PER perspire personal persist perfect perhaps person permit
18 CEN centered censured century central censure census center
19 DIS district distance discuss dislike display disown dispel
20 SUP supplied supplant suppers suppose support supple supply
21 CON contract consider conduct contain concern concur confer
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

SUGGESTION: These drills will be easy if you type very smoothly. Do not press for speed; let the repetitions and downhill momentum bring a speed upsurge to you.

203-E. Improve stroking on 4-letter word beginnings

22 WITH withdrew withdraw withers without withal wither within
23 POST postpone postmark postman postage posted postal poster
24 FORE forebear foremost forearm foreman forest foredo forego
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

203-F. Repeat 203-B to mark your progress

LINE: 70
SPACING: DOUBLE
TAB: 5
SI: 1.57—difficult

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

The paper used in our paper money is just about the most precise 14
product of the whole paper industry. You can hardly believe what the 28
Treasury Department requires. The paper has to be so very tough that 42
it's next to impossible to tear it, it has to weigh a certain amount, it must 58
be only the right size, and its quality must be so definitely superior that 73
it cannot possibly be duplicated. That's asking a lot! 84

One concern, an outstanding paper company, has held the contract 98
for manufacturing this special paper for nearly a century. The other 112
firms try to compete for the current order, but the standards for the 126
paper are so high that other manufacturers cannot meet them. You can 140
get some insight into the manufacturing problem when you realize that 154
this paper has to be able to withstand 4,000 foldings and unfoldings. 168
Even so, a new one-dollar bill is expected to last only about a year; the 183
monthly wear-out rate today is approximately 250 million dollars. 196

Currency paper is produced in sheets rather than in rolls. Each 210
sheet permits the printing of 32 bills. Once approved, the paper for 224
a new shipment is escorted to Washington, where it is guarded no less 238
carefully before the printing operation than after it. Even the mill that 253
produces the special paper is under surveillance 24 hours a day. 266

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

LINE: 70
SPACING: DOUBLE
TAB: 5
SI: 1.64—very difficult

Only the finest materials go into the making of currency papers. 14 280
The percentage of rag content is extraordinarily high, and the fibers 28 294
used are not from old, discarded, junk-style rags but are exclusively 42 308
new cotton and linen cuttings from cloth mills and tailor industries. 56 322
Among the fibers are unique red and blue ones that are characteristic 70 336
of our currency; these fibers, by law, can be used in no other paper. 84 350

The actual production process is quite interesting, based mostly on 99 365
the original Chinese formula for paper making, although cotton and 112 378
linen have replaced the silk the Chinese used. The secret formula of the 127 393
Chinese was guarded closely for centuries and did not arrive here until 141 407
1690. The ancient manufacturers would recognize the steps that the 155 421
paper undergoes, but they would be amazed at the huge boilers and 168 434
giant mixing vats and tremendous drying cylinders we are using today. 182 448

The newest money entering circulation is the new Federal Reserve 196 462
series, which augments the Silver Certificate series that has been in 210 476
dominance since World War II. Behind the new issuance lies the great 224 490
demand for more currency for everyday use by our swelling population, 238 504
on the one hand, in the face of diminishing silver stocks and growing 252 518
prices for it, on the other hand. The bullion released by the recent 266 532
Federal Reserve series will thus be available for new silver coinage. 280 546

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

204-A. Repeat 203-A for a quick tuneup

204-B. Inventory your present skill on difficult copy

204-B. Type the last three paragraphs, page 315; or take a 5-minute writing on them. GOAL: 50 or more wam with 2 or fewer mistakes. If you make more than two errors, your goal is ACCURACY; if you make fewer, then your goal should be SPEED.

204-C. Improve stroking on 3-letter word endings

204-C-D. Type to goal determined in 204-B.

ACCURACY: Type each three-line group, as a paragraph, three times.

SPEED: Type each line three consecutive times.

25 ING speaking thinking getting sending meeting typing having
26 AGE mortgage coverage package postage average garage damage
27 ITY priority activity quality ability charity rarity parity

28 UAL punctual habitual gradual unusual factual actual annual
29 EST interest greatest highest largest nearest finest nicest
30 IFY identify simplify clarify specify qualify modify notify

31 BLE probable portable visible capable taxable enable double
32 IAL material official initial special cordial burial social
33 FUL faithful grateful tactful fearful careful sinful useful
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

204-D. Improve stroking on 4-letter word endings

34 TENT penitents competent impotent penitent existent content
35 ABLE honorable insurable payables portable syllable capable
36 IBLE invisible inedibles credible sensible possible visible

37 TION education objection deletion fraction relation section
38 TION exemption rejection question position notation mention
39 TION condition dictation creation ambition adoption station

40 MENT apartment implement pavement basement tenement torment
41 MENT deferment equipment judgment shipment document element
42 MENT allotment sentiment argument sediment bailment ailment

43 TIAL essential impartial initials partials official initial
44 TIVE defective executive relative positive elective festive
45 TURE departure miniature immature puncture fracture fixture
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

204-E. Regain stride on very easy sentences

204-E. Take a series of 1-minute writings to regain peak fluency.

ACCURACY: Use the three-line groups as a solid paragraph.

SPEED: Take each timing on a separate line.

SI 1.00—very easy

46 It is a shame that you did not buy some of the stock today.
47 The form they sent you is a good one and will help our job.
48 They both think the man should spend more time at his work.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12
49 The time from six to nine is the right one for such a plan.
50 We do not wish to have as much stock as you ask us to take.
51 Both of them paid more than they should have for a new car.

204-F. Repeat 204-B to measure your progress

LINE: 60
TAB: 5
SPACING: DRILLS SINGLE, PARAGRAPHS DOUBLE
DRILLS: THREE OR MORE
GOAL: STRENGTHEN NUMBER CONTROLS
STRESS: TYPE BY TOUCH!

LESSONS

205–206

Figures Drive

205-A. Race through the three drills three times without pausing, without looking up even once. Repeat in Lesson 206.

205-A. Tune up on these review lines

1 Both of the men paid us for the visit to the island chapel.
2 Bennie won five major prizes equal to your six good checks.
3 If it isn't on pages 10, 28, or 39, look on pages 47 or 56.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

205-B. Type four copies, being sure that at least one is error free. GOAL: A copy per minute.

SI 1.29—fairly easy IF you know your numbers

205-B. Measure your skill on technical material

4 At the start of the 1900's, gliding had become quite a hobby. 14
Orville and Wilbur Wright built and flew gliders in 1900, 1901, 26
and 1902; their biplane glider set all kinds of records in 1902. In 40
1903, they built a motor and propellor for their glider and, on 53
December 17 of that year, flew it. 60
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

205-C. Three times each. Type slowly on the first copy and seek to speed up on every repetition. Do not type the underscores.

205-C. Increase number fluency via "we 23" drills

5 we 23 24 25 you 697 698 699 tow 592 593 594 rut 475 476 477
6 or 94 95 96 wit 285 286 287 wry 246 247 248 tri 548 549 550
7 to 59 60 61 rye 463 464 465 wet 235 236 237 pry 046 047 048

205-D. Type another copy of 205-B and then three copies of paragraph 8; be sure at least one copy is completely error free.

SI 1.30—fairly easy IF you know your numbers

205-D. Measure your skill again on technical material

8 Orville made the first of four successful flights that day; it was 14 74
for 120 feet and lasted 12 seconds. Wilbur was pilot on the last 28 88
and longest flight; it lasted 59 seconds, and he flew 852 feet from 41 101
the upskid to the downskid marks. Thus, December 17, 1903, is 54 114
the birthdate of all airplanes. 60 120
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

205-E. Three times each. Speed up on repetitions.

205-E. Increase number fluency on number-sequence sentences

9 They have their main offices on 17th, 18th, or 19th Street.
10 Lt. Coe was at sea during 1941, 1942, 1943, 1944, and 1945.
11 The firm did well in 1955 and 1956 but not in 1957 or 1958.
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

205-F. Type one copy of 205-B and of 205-D and then two copies of this. Be sure one copy of this is error free. Remember: Keep eyes on the copy!

SI 1.30—fairly easy IF you know your numbers

205-F. Measure your skill again on technical material

12 During 1904 and 1905, the Wrights constructed many new 12 132
planes; and they flew a craft for 38 minutes in 1905. They were 25 145
then awarded patents, in 1906, and won the interest of the War 38 158
Department, which requested bids in 1907, looked at models in 50 170
1908, and gave them their first contract in 1909. 60 180
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

206-B. Steps to follow:

STEP 1. Make one copy of paragraph 13 without pausing or looking up.

STEP 2. Proofread very carefully. If you erred on a $, ", or ', place a check mark beside the appropriate paragraph following (14, 15, 16).

STEP 3. Type paragraphs 14, 15, and 16 twice each plus once more if you checkmarked it.

STEP 4. Finally, repeat paragraph 13 until you have an errorless copy.

206-A. Repeat 205-A for a quick tuneup

206-B. Measure your skill on weighted technical copy

13 "Okay," says Sergeant; "whose money is this?" He 11
counts it out, "$10, $28, $39, $47, $56. Wow!" Bob's 22
face "reds up" a bit, but we're "mum." Sergeant says, 33
"Well, if it ain't nobody's, it's mine!" That's that. 44

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11

14 Joe cleared $10 on Monday, $28 on Tuesday, $39 on 11 55
Wednesday, $47 on Thursday, and $56 on Friday morning. 22 66

15 How do you "start" a "timed writing"? Some call, 11 77
"Three, two, one, type"; others call, "Ready? Begin." 22 88

16 It's Joe's dog we see, blinkin' at us and yawnin' 11 99
in the sun. Joe's dog! That means Joe's around, too! 22 110

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11

206-C. Measure your skill on more weighted technical copy

206-C. As in 206-B.

17 When I checked Invoice #3829 from Dubbs & Miller, 11 121
I saw it was discounted 28% only for the first 10# and 22 132
then 39% for the rest. Invoice #3928 from Coe & Clark 33 143
was right: 28%, the first 100#; and 39% for the rest. 44 154

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11

18 We find 10% discounts common, but those of 28% or 11 165
39% are just as irregular as discounts of 47% and 56%. 22 176

19 You sent them 10# of #10, 28# of #28, 39# of #39, 11 187
47# of #47, and 56# of #56, to total at 180# of candy. 22 198

20 I did business with Hall & Hill until Hall & Hill 11 209
were merged with Karen & Kole, or was it Kole & Karen? 22 220

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11

206-D. Measure your skill on more weighted technical copy

206-D. As in 206-B.

21 In summary, our analysis of the 30 vacancies gave 12 232
(1) 10 stenographers, 20 typists; (2) 10 women, 8 men, 23 243
12 either men or women; and (3) 10 with no experience, 35 255
9 with experience, plus 11 with or without experience. 54 274

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11

22 We need someone who can (a) sell at the counters, 11 285
(b) arrange window displays, and (c) keep sales books. 22 296

23 First, take the crate apart; second, remove scale 15 311
from wrappings; and last, mount the legs on the scale. 28 324

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11

206-E. Make a complete copy of the typewriting on this page or take a 5-minute writing on it.

206-E. Measure your sustained skill on technical copy

LINE: 60
TAB: 5
SPACING: DOUBLE
DRILLS: THREE OR MORE
GOAL: DO AN HOUR'S WORK IN AN HOUR!
STRESS: MAILABLE, COMPLETE WORK

Unit 34. Secretarial Projects

207–208

Project A

207-A. Three copies of each paragraph, or a 1-minute writing on each and a 2-minute writing on the group.

207-A. Tune up on these review lines

1 They said that they will have paid what they owed when they send over Miss Hall with some more cash from the bank.

2 I know that Mr. Bank became a florist, specializing in violets and jonquils; he moves about sixty dozen every day.

3 The firm used to be at 10 East 28 Street; but now it's moved to 3947 West 56 Street, which is near Seventh Avenue.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

207-B. Confirm margins for 60-space line (the lines will align).

Type one complete copy with all corrections made; save your paper for reference use when you type Manuscript 73.

Or, take two 5-minute writings, with rests after each minute in the first writing but with no rests in the second. GOAL: 60 or more words a minute with two or fewer typing mistakes.

SI 1.51—fairly difficult

207-B. Sustain your skill on production copy

4 Credit Policy

The firm of Wm. Blake & Sons was founded ~~about~~ MORE THAN a quarter century ago on the worthy principal LE of giving ~~our customers~~ the maximum quality and service with THE minimum cost. Through the years, this principle has brought growth and success to the ~~company~~ FIRM and satisfaction to its ~~whole~~ great family of customers.

COST OF COLLECTING

Basic to the factor of minimum cost, of course, is the need for keeping down the ~~collection costs for~~ the moneys due the firm for its goods and service. William Blake & sons, therefore, has always held to a policy of cash dealing with ~~with~~ all its customers. Some 80 per cent of these CUSTOMERS send payment with their orders; most of the remaining 20 per cent remit within seven days after receiving delivery.

no ¶ It is an uncommon thing for William Blake & Sons to request payment.

CREDIT

An exception to the policy has been made in the case of cooperative organizations because the officers of these groups may have to hold payment until the expenditure is approved at a group meeting, ~~and so~~ a period of 30 days ~~credit~~ CREDIT has been and is allowed such accounts. New orders received from them when they are in arrears, however, may be shipped only C.O.D. or on receipt of cash with ~~the new~~ order. It's unjust to our great family of CASH customers to raise the prices ~~to them~~ and thus to require them, ~~in effect~~, to subsidize the ~~extension of~~ credit ~~to~~ of others!

James Blake, president

TODAY'S DATE

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

Manuscript 73

CENTERED DISPLAY
Paper: plain, full
Carbons: Enclosures, Letters 107-110
Line: 60
Spacing: double
SI: 1.51—fairly difficult

207/208-C. Apply skill to an integrated typing project

Assume the date is DECEMBER 1. You work for Layne I. Collyer, assistant manager of the Credit Department of William Blake & Sons Company. Before beginning any of the work in this one-hour project, review all of it so you may determine how many carbons to make of each task. Looking in the files, you see that Mr. Collyer prefers blocked letter style and this closing arrangement:

Yours sincerely,

WILLIAM BLAKE & SONS COMPANY

Assistant Manager
Credit Department

Layne I. Collyer/urs

Table 67

REVISED RULED TABLE

Giving you the revised table on the next page, Mr. Collyer says, "I have brought up to date our list of overdue accounts. Please type the list with a file copy and a working copy for next month's report."

You notice that he did not compute the new totals figures. You will do this.

Form 74

INTEROFFICE MEMO

Paper: workbook 389
SI: 1.51—fairly difficult

"Send the original of the table to Mr. Busk—that is William P. Busk, the credit manager—on the eighth floor," says Mr. Collyer, "with this memorandum."

i have attached the december 1 listing 38
of overdue accounts...you will be pleased 47
to note that the number is down to four 55
...the lowest we have had for some time... 63

you will be interested to note...also 71
...that consumers' exchange has finally 79
squared away its account...a letter from 87
the firm explained that the recent election of 96
new officers led to litigation in which the 105
exchange's treasury was tied up for three 113
months...now that that matter is cleared 122
...the exchange has moved swiftly to meet 130
its obligations... 133

there is only one new account on the 142
overdue list...it is that of the kalamazoo 150
citizens' league...i was surprised to see 159
this...for they have always paid their 166
bills promptly in the past... 172

we shall dispatch the usual notices to 181
all the current overdue accounts. 196

Letters 107-110

BLOCKED FORM LETTERS

Paper: workbook 391 ff.
Enclosure: Manus. 73
SI: 1.57—difficult

"Next," says Mr. Collyer, "as soon as that memo is on its way to Mr. Busk, please send a copy of the credit-policy statement [Manuscript 73, page 319] and this letter to each of the overdue accounts."

your account shows a balance of (*insert* 41
the correct amount)...which is now (*insert* 46
the correct number days, written in figures) 47
days overdue... 50

you are undoubtedly aware that...with 58
the exception of such organizations as the 67
one you represent...our terms are cash 74
only...our splendid service and low prices 83
are based on our ability to dispense with 91
an expensive credit and accounting organi- 100
zation... 101

we appreciate that many associations 110
like yours find they must extend credit 118
to their members...since our position and 126
policies are so well known...however... 134
we feel that you should have made some 142
arrangement to liquidate this account 149
within the usual 30-day period... 156

(*Insert this next paragraph only in the* ..
"60 days overdue" letters.) since your ac- 159
count is now more than 60 days overdue 167
...we are compelled to call your attention 175
to our policy of shipping c.o.d. any goods 184
you may order in the future until you remit 193
the (*insert the balance due*) that is now so 199
long overdue... 202

we hope that you will find some way to 210
clear up this matter shortly...in the mean- 219
time...we shall continue to serve you both 227
promptly and well. 287

Table 67

REVISED RULED TABLE
See page 320

William Blake & Sons Company

OVERDUE ACCOUNTS

~~October 31, 19—~~ NOVEMBER 30, 19—

Account	30 Days Overdue	60 Days Overdue	Total Overdue	
Mr. Harry Pepper, Treasurer Consumers' Cooperative Assn. 3123 Washington Avenue Racine, Wisconsin 53401	$1,210.45	———	$1,210.45	17 18 37 38 48 63 64 72 84 99 100 105 111 116 130
~~Mr. R. N. Maxwell, Manager~~ ~~Central Wabash Association~~ ~~322 Arcade Building~~ ~~Fort Wayne, Indiana 46802~~	———	~~$ 68.75~~	~~68.75~~	
Mrs. Mark E. Smythe, Manager The Danville Farmers League 616 North Jackson Street Oak Park, Illinois 60301	294.75	~~1,130.60~~	294.75 ~~1,425.35~~	131 136 142 147 161
~~Mr. M. M. Zimmerman, Manager~~ ~~Consumers' Exchange, Inc.~~ ~~217 United Farmers Building~~ ~~Flint, Michigan 48502~~	~~1,704.90~~	———	~~1,704.90~~	
~~Miss Evangeline C. Springer~~ ~~Manager, Elkhart Association~~ ~~3197 West 14 Street~~ ~~Elkhart, Indiana 46514~~	~~811.38~~	~~438.44~~	~~1,249.82~~	
Miss Ella Q. Wilcox, Manager Michigan Cooperative Assn. 314 Phoenix Building Bay City, Michigan 48706	162.75 ~~149.68~~	———	162.75 ~~149.68~~	162 168 173 178 192
TOTALS	~~$4,171.16~~ ?	~~$1,637.79~~ ?	~~$5,808.95~~ ?	237 238 249 263
MR. JAMES T. BECKMAN, MGR. KALAMAZOO CITIZENS' LEAGUE 623 SECOND AVENUE KALAMAZOO, MICH. 49001	$1,125.73	------	$1,125.73	193 199 204 208 223

LINE: 60
TAB: 5
SPACING: DOUBLE
DRILLS: THREE TIMES
GOAL: DO AN HOUR'S WORK IN AN HOUR!
STRESS: COMPLETELY MAILABLE WORK

LESSONS

209–210

Project B

209-A. Three copies of each paragraph, or a 1-minute writing on each and a 2-minute writing on the group.

209-A. Tune up on these review lines

1 When they send Miss Hall over with cash from the bank, 12
make very sure that they have paid what they owed our firm. 24

2 Jim acquired poor typing habits because he was so lazy 36
that he never faced up to the extra work that was required. 48

3 It's one thing to pay $10 or $28 for a jacket, but $39 60
or $47 or $56 is too much to pay for a light spring topper. 72

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

209-B. Adjust margins to 55-space line.

Type one complete copy or take two 5-minute writings, with rests after each minute in the first writing but no rests in the second.

GOAL: 60 or more words a minute with two or fewer typing mistakes.

SI 1.44—normal

209-B. Sustain your skill on production copy

KINLEY DEVELOPS MIRROR TV 15
16

MILWAUKEE, Dec. 16—Would you like your TV screen 27
the size of a bedroom mirror? One that was only three 38
inches deep? One that really IS a mirror when the set 49
is not turned on? One that you can hang above a piano 60
in the living room, or over a chest of drawers in your 71
bedroom, or on the wall of the family playroom or den? 82

Well, you can have it. It is here. It is great. 93
You put it where you want it, like hanging a painting. 104

Today the Kinley Electronics Company unveiled its 115
spectacular new TV Mirror in a news conference here in 126
Milwaukee in conjunction with the opening of the Radio 137
and Television Congress, meeting at the Hotel Denkler. 148

"It's the biggest development since the invention 159
of color television," said Paul Kinley, KEC president, 170
as he commented upon the research behind the new sets. 181

The TV Mirror is composed of two units. One, the 192
size of a small end table, contains the basic receiver 203
of the set. It may be placed anywhere, even in a dif- 214
ferent room. It connects to the second unit, which is 225
the mirror screen, by a slim wire cable. The "screen" 236
really is a mirror. At its base is the Kinley cathode 247
tube, core of the new development. The tube is shaped 258
like a fluorescent light and is as long as the mirror. 269
It projects onto the mirror the pictures received from 280
the other unit. Speakers are mounted at both sides of 291
the mirror, which has "touch controls" along its base. 302

Price of the Kinley TV Mirror will be competitive 313
with standard color TV sets. Sets in a broad range of 324
sizes and decor will be displayed by dealers tomorrow. 335

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11

Form 75
Manuscript 74
NEWS RELEASE
See page 323
Review: pages 147-148

209/210-C. Apply skill to an integrated typing project

Assume the date is DECEMBER 2. You work for A. T. Lawrence, advertising manager of Kinley Electronics Company, of Milwaukee. He expects you to accomplish the following tasks in about an hour. He uses baronial (5½ by 8½) stationery. He prefers the full-blocked arrangement and this closing arrangement in letters:

Sincerely yours,

Advertising Manager
Kinley Electronics

Form 75
Manuscript 74
NEWS RELEASE

Paper: workbook 399
Review: pages 147, 148
Material: page 322
Arrangement: you decide
SI: 1.45—fairly difficult

Giving you the material in 209-B, page 322, Mr. Lawrence says, "Please arrange this copy as a news release. Note that it is dated December 16, not today. Send the news release—"

Form 76
Table 68
MEMO INCLUDING A DICTATED TABLE

Paper: workbook 401
Table: decide whether to type it separately or in the memorandum
SI: 1.58—difficult

"—to our Executive Vice-President, Mark B. 14
Kinley, along with this memorandum." 28

i am enclosing for your approval a copy 36
of the news release we plan to issue at 44
the december 16 r/t congress...we will 52
take immediate steps to have the release 60
processed...something that will require a 68
week or so...as soon as we have your ap- 76
proval...the campaign...as i have worked 85
it up with pratt & wilson...includes the 93
following schedule or calendar: 99
date dec 10 responsibility mr gershwin 159
advertising plates to trade magazines 170
date dec 11 responsibility miss bonner 176
bulk mailing of circulars to dealers 186
date dec 12...mr young..."what's up at 195
kinley" news teaser to the wire services 207
date dec 13...miss bonner...mailing of 217
picture mats and "hold for action" note 229
to all newspapers with TV news columns 238
date dec 15...mr young..."sneak pre- 247
view" for milwaukee newspapermen 255
date dec 16...my job...the big news 264
conference at the r/t congress 278
you will be pleased to know...also... 299
that we have changed the commercial in 307
the dishwasher campaign as you suggested. 331

Form 77
TELEGRAM

Paper: workbook 403

richard k young...pratt & wilson...inc 30
...418 south dearborn street...chicago... 37
60607...cancel script for saturday...de- 47
cember 6...new script mailed today will 55
require same personnel and sound effects. 75

Letter 111
FULL-BLOCKED LETTER

Paper: workbook 401
SI: 1.54—difficult

"Now this letter to confirm that telegram," says Mr. Lawrence. He dictates:

dear mr young...in confirmation of the 37
telegram i sent you today...a copy of 44
which is attached...i am enclosing the new 53
script for use on wmaq and the net in the 61
december 6 try-out...although the possi- 70
bility of changing the script is one that 78
you had forecast...i suspect that you will 86
be relieved to know that the changes are 95
modest and the personnel the same...mark 103
kinley thought the original script was a 111
bit implausible and suggested the changes 120
...if there are any difficulties with the 129
studio...do not hesitate to phone me. 157

Manuscript 75
RADIO SCRIPT

Paper: plain, full
Caution: study directions very, very carefully
SI: 1.48—fairly difficult

Giving you the script shown on the next page, Mr. Lawrence says, "In addition to a file copy, we shall need a copy of this for each of the participants in

the broadcast; so make enough carbons! On each person's copy, underscore *his* cues in colored pencil, as I marked the 'Husband' cue lines."

"Do I mark the 'sound' and 'music' cue lines, also?" you ask Mr. Lawrence.

"Yes, please do," he replies.

Manuscript 75
RADIO SCRIPT

WMAQ & NET 6

Station Break Commercial 23

KINLEY ELECTRONICS COMPANY 41

Saturday, December 6, 19— 58

7:29–7:30 P.M. CST 72

73

SOUND	CLATTER OF DISHES BEING WASHED.	82
HUSBAND	HUMMING...STOPS HUMMING AND SPEAKS SOLICITOUSLY. Darling,	97
	you take care of those hands of yours! The old boy doesn't	110
	mind doing ~~up these~~ dishes. Matter of fact, might show you	121
	a thing or two!	126
WIFE	Thanks, Dear. I don't like to ask you!	136
MUSIC	SPRIGHTLY VERSION OF "PRISONER'S SONG"...STAB...UP...UNDER.	151
ANNCR	Good old Jonesy. It's Saturday, and this businessman is at	166
	home. Doesn't mind doing the dishes. Not at all!	178
MUSIC	SWEEP IN, SLIGHTLY SLOWER "PRISONER'S SONG"...FADE OUT.	192
HUSBAND	Hands still bad, Trudie? ~~Well~~ Okay, I'll do ~~the dishes.~~ them.	205
SOUND	CLATTER OF DISHES BEING WASHED.	214
ANNCR	Good old Jonesy! He's a trooper! He doesn't mind doing the	229
	dishes...once in a while. But, day after day?	240
MUSIC	SWEEP IN WITH HEAVY, SLOW "PRISONER'S SONG"...FADE OUT.	254
HUSBAND	Honest to goodness, Tru, the boys in the office are accusing	270
	me of having dishpan hands!	276
WIFE	You know, Dear, they are starting to look like mine.	290
HUSBAND	Didn't anyone ever invent a machine for this job?	303
ANNCR	BREAKS IN. You bet someone did, Mr. Jones! It's the famous	319
	Kinley dishwasher—Kinley! Mr. Jones...Mr. Jones?	350
WIFE	He's gone. To the Kinley dealer. I hope!	362
MUSIC	SWELL IN WITH SWING VERSION OF "PRISONER'S SONG"...~~FADE~~ STAB OUT.	377

SOUND BANG OF A DOOR AND RUNNING FEET.
ANNCR CALLING ANXIOUSLY.

LINE: 60
TAB: 5
SPACING: DOUBLE
DRILLS: THREE TIMES
GOAL: DO AN HOUR'S WORK IN AN HOUR!
STRESS: WORK THAT IS MAILABLE

LESSONS

211–212

Project C

211-A. Tune up on these review lines

211-A. Three copies of each paragraph; or a 1-minute writing on each, plus a 2-minute writing on the group.

1 When will Miss Hall come from the bank with that cash? 12
They said that the young lady left the bank some while ago. 24

2 The log jam broke up with a quiver and crash after the 36
logger used his oversize ax to hack and slash the key logs. 48

3 We were ahead 39 to 28 at the half, but then the other 60
team ran up 10 straight and then finally took us, 56 to 47. 72

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

211-B. Sharpen skill by selective preview practice

211-B. Type to your need.

ACCURACY: Lines 4-5 as a paragraph four or more times; then lines 6-7 as a paragraph two or more times.

SPEED: Each line three consecutive times.

4 unauthorized manifestly, appreciate immediate December June
5 advertising, responsible repetition attention contract West
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12
6 feel that|will note|ask you|one of|for it|but it|and not to
7 to one|of the|to pay|if you|to our|to the|do not|we had not

211-C. Sustain skill on production copy

211-C. Confirm margins are for 60-space line (lines will align if you observe bell correctly).

Type one complete copy or take two 5-minute writings, with rests after each minute in the first writing but no rests in the second.

GOAL: 60 or more words a minute with no more than 2 typing mistakes.

SI 1.39—normal

	C	D
This letter is in answer to one we received today from the sales	14	9
manager of the Fort Pierce Daily Press. We reach him at Post	26	17
Office Box 882 in Fort Pierce, Florida. He has repeated one of our	40	24
ads without our telling him to, and now he wants us to pay for it.	54	..
Well, we're not going to do so.	60	..
Dear Sir: I am returning for correction the statement you	73	39
mailed to this office on December 1. If you will refer to our space	87	54
contract, dated June 19 of this year, you will note that you are	100	67
authorized to run our advertisements only according to the exact	113	80
schedule we provide on the first day of each month. We provided	126	93
you such a schedule last month.	132	100
Although we appreciate the value of extra advertising, we do	146	114
not feel that we are responsible for the unauthorized repetition	159	127
on November 21 of the display we had run the day previous.	171	139
Manifestly, it is not our fault that the display was repeated in	184	152
error. We ask you for a revised statement, and we assure you we	197	167
shall give it our immediate attention.	205	175
Sincerely yours, and so on, and send a blind carbon of that to	218	204
Mr. Vance, in West Palm Beach. On his copy, please add a	230	222
comment: "You told me this would happen, and it has; I really	242	234
think, however, that the error was an honest one."	252	244

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

Letter 112

SEMIBLOCKED LETTER
See page 326

211/212-D. Apply skill to an integrated typing project

Assume the date is DECEMBER 3. You work for Norton Horne, manager of the Fort Pierce, Florida, store of the Corey chain of stores. He expects you to type these few tasks in about an hour. He prefers semiblocked letter style with this closing arrangement:

Sincerely yours,

C O R E Y , I N C .

Norton Horne, Manager
Fort Pierce Branch

Letter 112
SEMIBLOCKED LETTER

Paper: workbook 405
SI: 1.47—fairly hard
Review: bcc, page 247
Carbons: you decide

"This letter," says Mr. Horne, "is in answer to one we received today from the sales manager of the *Fort Pierce Daily Press*." He continues speaking and dictates the letter, as in 211-C, page 325.

Form 78
Tables 69-71
INTERBRANCH REPORT

Paper: workbook 407-410
If you lack workbook forms, type report as a four-page semiblocked letter; use the ruled form for the tables

monthly report to kenneth p vance...district sales manager...corey stores inc... 13 21
128 worth street...west palm beach...florida...33401...part one: financial summary 28 57
...i am pleased to report a net profit of 3,500 dollars, a gain of 300 dollars over the corresponding figure for last year... 67 73 81
this gain of 8.6 percent is especially welcome in view of the fact that we had two fewer merchandising days this year. 89 97 105

SUMMARY OF OPERATIONS 125
Month Ending November 30,19-- 147

Item	This Year	Last Year	
Total Sales	$24,600	$23,800	190
Mdse cost	- 6,500	- 6,300	200
Gross profit	$18,100	$17,500	220
Fixed expenses	-14,600	-14,300	229
Net before taxes	$ 3,500	$ 3,200	230 250

part two: staff performance...members of the sales staff averaged 3,280 dollars 285 293
sales during the month...which is an average 53 dollars higher than last month and 301 308
accounts for the increase in sales...mr brody and mr rheems continue in their race for first place...with mr rheems still ahead for the year but mr brody passing him slightly for the month...note particularly that mr holman...who joined our staff only two weeks ago...got off to an excellent start. 350 358 366 375 383 390 398 402

ANALYSIS OF SALES PERFORMANCE 425
Period Ending November 30,19-- 441

Name	Month	Year to Date	
Brody, J.B.	$3,750	$39,200	462 486
Dodds, Edward	3,150	33,175	495
Holman, William	1,500	1,500 a	506
Jackson, Thomas	2,780	31,250	515
Lewis, Frank T.	3,225	30,685	524
Norris, Parker	3,320	12,940 b	534
Rheems, Jorge	3,700	40,350	544
Klein, Robert	3,175	32,600	554
TOTALS	$24,600	$221,700	573

a. from 11/14 b. from 9/1 592

part three: directed analysis...in accordance with the directive in your staff 618 626
bulletin dated november 21...i have made a study to compare sales of mufflers for the 634 643
makes we carried in stock both this year and last...the analysis indicates that we 652 660
have sold 186 more this year than last... which is almost one a day...for a 10.8 per- 668 676
cent increase...i would attribute this gratifying increase to three causes: 685 691

1. we have included display reference to our muffler installation service in all advertisements...along with the specific makes of cars we can serve without delay. 701 710 718 726

2. we now have a competitor within half a block...he advertises...also...and so motorists come to both stores to "shop" ...because our prices are lower...we gain. 736 744 752 760

3. our local borough council passed an ordinance in february against unnecessary noise in general and noise from faulty mufflers in particular...as a result...we have enjoyed some added business.

These are the figures:

ANALYSIS OF MUFFLER SALES
Period Ending November 30, 19--

Make	This Year To Date	Same Period Last Year
Buick	162	190
Chevrolet	278	264
Chrysler	193	167
Ford	315	290
Mercury	198	173
Plymouth	246	237
Pontiac	192	168
Studebaker	131	102
Oldsmobile	201	139
TOTALS	1,916	1,730

part four: miscellaneous matters...this month...mr vance...there are two matters about which i should like your opinion:

1. until recently there was a small coffee shop adjacent to our store...where customers often went while waiting for us to install seat covers...seat belts...or mufflers...now the customers stand around and impatiently wait as they watch every move of our men...might we have permission to install a coffee and candy canteen... we would put it at the garage entrance... around back...and maintain it exclusively for waiting customers and our staff.

2. i have been dismayed at the dismal ...even macabre...nature of our promotion for the wonderful corey roll-up seat belt...i think we would sell a great many more of these belts if our advertisements were cheerier...to illustrate what i mean ...i enclose a sample...if you feel it has any merit...would you pass it along to the appropriate agency...please?

respectfully submitted...and so on.

Manuscript 76

ADVERTISING DISPLAY

Paper: plain, full
Review: pages 305, 306

Giving you the display below, Mr. Horne says, "This is the 'sample' to which I referred. Please type it as attractively as you can."

BUTTONS...

2" x 1" picture of a child's hand pushing down the button of a door lock.

'n' BELTS...

2" x 1" picture of a child fastening a Corey seat belt around himself.

COREY ROLL-UP SEAT BELTS
Aren't seat belts wonderful! They make driving SO much safer. At least, they do when they are as sturdily web-anchored as those strain-tested

COREY ROLL-UP SEAT BELTS
And aren't you glad that someone perfected that idea of having the belts "drawn in" by a button spring! It keeps the seat straps out of your way when you don't want them, but right in reach when you do. And the handiest belts of all are

COREY ROLL-UP SEAT BELTS

Manuscript 77

BULLETIN DISPLAY

Paper: plain, half sheet
Arrangement: you decide
Review: pages 305, 306

"Finally," says Mr. Horne, "prepare a bulletin announcement to say—" and he dictates:

to the staff...in order that you may make your holiday plans...i am pleased to tell you that...in view of the fact that both christmas and new year's day fall on sunday this year ...our store will close at five on saturday and remain closed until nine on tuesday morning ...let me add the best wishes of the corey stores and of myself for the holiday season ...my name.

LINE: 60
TAB: 5
SPACING: DOUBLE
DRILLS: THREE TIMES
GOAL: DO AN HOUR'S WORK IN AN HOUR!
STRESS: RUSH OUTPUT

LESSONS

Unit 35. Secretarial Projects

213–214

Project D

213-A. Three copies of each paragraph; or a 1-minute writing on each and a 2-minute writing on the group.

Repeat in Lesson 214.

213-A. Tune up on these easy review lines

1 The two men had the boy get out the old red box. Then 12
the men put the key in the box and had the boy put it back. 24

2 Vic took from their waxy bags the dozen or so jugs you 36
had purchased in Iraq; we thought they were very beautiful. 48

3 There were a lot of 10¢ and 28¢ items for sale, but it 60
seemed that those for 39¢ or 47¢ or 56¢ were put out first. 72

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

213-B. Make errorless copy of each paragraph or take two 5-minute writings, with rests after the minutes in the first writing but no rests in the second.

GOAL: 60 or more words a minute with two or fewer typing mistakes.

SI 1.39—normal

213-B. Sustain your skill on production copy

4 Send a telegram for me, J. T. Gibbs, of Western States 12
Corporation, to the Hotel Utah. It is on Temple Avenue, in 24
Salt Lake City. Say "Please reserve a suite of three rooms 36
plus three single rooms for December 13 through 15. Please 48
wire confirmation." Oh, can you cut that down to 15 words? 60

5 Now send a telegram to our branch manager in Portland, 72
Oregon. He is Mr. F. I. Beauchamp, and the address for him 84
is our office at 800 Fourth Street West. Say, "Paul Prince 96
has called meeting of branch managers at Hotel Utah in Salt 108
Lake City for noon, December 13, through noon, December 15. 120
Your room has been reserved. Bring full data on dealership 132
plans for your territory." That message is a night letter. 144

6 Now we must send a similar night letter to our manager 156
in Denver. He is Bob Ferris, and his address is our office 168
in the Brown Palace Hotel. The message is exactly the same 180
as the one I gave you to send to Mr. Beauchamp. Have that? 192

7 One more night letter, then we are through. It is for 204
the manager of our office in Albuquerque, but he is away on 216
his vacation. Well, we can reach him in Houston, where the 228
gentleman is visiting his relatives. So send this message, 240
please, to Gerald T. Foster, care of Mr. Tellman Foster, at 252
3928 Ruskin Street, in Houston: "Regret to break into your 264
vacation, but Paul Prince" and so on. Thank you very much. 276

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

Forms 79-82

TELEGRAMS
See page 329

213/214-C. Apply skill to an integrated typing project

Assume the date is DECEMBER 8. You are secretary to Mr. J. T. Gibbs, general manager of Western States Corporation, with the headquarters in San Francisco and with branch offices in Portland, Denver, and Albuquerque. The president of the firm, Paul V. Prince, has asked Mr. Gibbs to set up a conference, and it is with this that you will be busy. Mr. Gibbs prefers standard blocked letter form and this closing to his letters:

Cordially yours,

John T. Gibbs
General Manager

Forms 79-82

TELEGRAMS

Paper: workbook 411, 413
Note that one is a full-rate telegram and three are night letters

"Send a telegram for me," says Mr. Gibbs, "to the Hotel Utah." He continues speaking and dictating as indicated in 213-B, page 328. He adds, "Make a folder for me to take on this conference trip; include copies of *everything* in it."

Manuscript 78

MEETING AGENDA

Paper: plain, full
Carbons: enough for all attending conference

agenda...salt lake city management con- 28
ference...december 13-15...topic one: the 54
dealership development program...ques- 60
tion 1...are new dealerships developing on 70
the schedule made at our sun valley meet- 80
ing...question 2...do the previous esti- 87
mates for 1970 look good...what is the 96
substantiating evidence...question 3...is 104
it time to move eastward to the next tier of 113
states...minnesota to louisiana...question 122
4...are dealers gratified with their present 131
rate and amount of compensation... 140

topic two: the district organization 150
...question 1...are our present districts 158
too large for good supervision by the dis- 168
trict managers...question 2...would the 175
company interest be served best by adding 184
assistant managers or by creating more 193
districts, each with its own district man- 204
ager...question 3...if we have more dis- 211
tricts, how would the states be grouped 221
in the new plan of organization... 227

topic 3: incentive pay for field repre- 238
sentatives...question 1...in general...how 246
much of an increase in compensation is 256
needed to attract top personnel...question 263
2...is it better to provide an increase in 272
base salary or to provide for incentive com- 283
pensation... 285

Table 72

LONG BOXED TABLE

Paper: plain, full
Carbons: enough for all attending conference

DISTRICT ORGANIZATION
Western States Corporation

District	States	Number of Dealerships 1950	1960	1970
1	Alaska	2	4	7
	Idaho	4	8	12
	Montana	3	7	10
	Oregon	3	7	12
	Washington	4	8	12
	Wyoming	2	4	7
	TOTAL	18	38	60
2	California	12	18	26
	Hawaii	0	4	7
	Nevada	1	2	4
	Utah	0	3	5
	TOTAL	13	27	42
3	Colorado	4	8	13
	Kansas	3	7	12
	Nebraska	4	6	10
	North Dakota	0	3	6
	South Dakota	0	2	5
	TOTAL	11	26	46
4	Arizona	2	4	7
	New Mexico	2	4	7
	Oklahoma	0	4	9
	Texas	0	14	22
	TOTAL	4	26	45

"Please type this, including the figures I have added for 1970," says Mr. Gibbs, "but spread it so it will look good on a full sheet of paper." You plan carefully: You decide to leave the standard six spaces

between columns, thus providing ample room for the vertical lines you will need to draw; and to leave one blank line of space at each point where you will need to draw a horizontal ruled line.

Table 73

LONG BOXED TABLE

Paper: plain, full
Carbons: enough for all attending conference

"At our conference," says Mr. Gibbs, "I want to propose that we group our states in a different way, making six districts instead of four. The six districts would be—" He gives you a slip:

Dist. 1	#2	#3
Alaska 7	Idaho 12	Calif. 26
Oregon 12	Mont 10	Hawaii 7
Utah 12	Nev. 4	33
31	Wyo. 7	
	33	
#4	#5	#6
Ariz 7	Kansas 12	Okla. 9
Col 13	Neb 10	Texas 22
N.M. 7	N.D. 6	31
Utah 5	S.D. 5	
32	33	

"Now, type another table, *arranged exactly like that last one,* but grouping the states as I have shown on this listing. Let's call this table *Proposed District Organization.* You can copy all the 1950, 1960, and 1970 data off the first table."

Letters 113-114

BLOCKED LETTERS

Paper: baronial size, workbook page 415
Copies: you decide

dr edward h swensen...school of business 15
...utah state university...logan...utah 22
...84321...i shall be at the hotel utah in 36
salt lake city on december 13...14...and 44
15...is there any possibility that you and 53
mrs swensen could drive down to have din- 61
ner with me on december 12...please drop 70
a line to me at the hotel to let me know. 98

mr kenneth fairpoint...president... 14
fairpoint & greeves...1200 timpanogos av- 21
enue...salt lake city 84102...by a wonder- 36
ful stroke of luck...i shall be in salt lake 45
city on december 14 and...therefore... 52
will be able to attend your dinner and re- 61
ception for senator martin...thank you 69
very much for inviting me...please express 78
my appreciation...also...to mrs fairpoint. 106

Manuscript 79

TRIP ITINERARY

Paper: plain, full
Copies: three

itinerary...december 13-15...tuesday 28
...december 13...7:00 a.m. depart san 37
francisco on united air lines 352...9:29 a.m. 45
arrive salt lake city...10:15 a.m. check in 56
hotel utah and confirm facilities for con- 65
ference; arrange lunch in suite...12:00 73
noon luncheon in suite to open conference; 83
distribute agenda and discuss it in broad 92
terms...1:30 p.m. begin discussion of topic 102
one..."dealerships"...idea: see whether 111
edward vargen...salt lake city dealer... 120
would join this part of the discussion... 128
5:00 p.m. adjourn for the day...6:30 p.m. 138
open for dinner with dr and mrs swensen... 146
utah state university...if they accept the 156
invitation. 158

wednesday...december 14...9:00 a.m. 169
breakfast in suite...10:00 a.m. resume con- 178
ference...probably start topic two..."dis- 187
trict organization"...distribute copies of 196
"proposed organization"...12:30 p.m. 205
lunch in suite...2:00 p.m. resume confer- 213
ence...try to wind up "organization"... 221
5:00 p.m. adjourn for the day...6:30 p.m. 230
dinner at home of kenneth fairpoint... 237
president of fairpoint & greeves. 245

thursday...december 15...9:00 a.m. 256
breakfast with mr prince in suite...10:00 264
a.m. resume conference...probably start 273
topic three..."incentive pay"...12:00 noon 283
end of conference...12:30 lunch with mr 292
vargen if he wishes...5:00 limousine to salt 303
lake city airport...6:05 depart salt lake 314
city on western airlines 75...6:35 p.m. ar- 322
rive san francisco...met by mrs gibbs. 330

LINE: 60
TAB: 5
SPACING: DOUBLE
DRILLS: THREE TIMES
GOAL: DO AN HOUR'S WORK IN AN HOUR!
STRESS: CLEAN COPY

LESSONS

215–216

Project E

215-A. Three copies of each paragraph, or a 1-minute writing on each and a 2-minute writing on the group.

215-A. Tune up on these easy review lines

1 The old log was too big for the saw the men had found, 12
and the oak was too much for the axe the men had with them. 24

2 When he worked as agent for a jazz band, Dixie had one 36
battle after another. He proved to be quite lucky in most. 48

3 The answers ranged from 1910 to 1956, but most writers 60
picked out 1928, 1939, and 1947 as the most critical years. 72

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

215-B. Confirm margins and tab stop (the lines should always align).

How long should it take you to type this letter body of 408 words? At 40 wam, about 10 or so minutes; at 50, about 8; at 60, less than 7. Make this a test situation:

Type the entire body (it continues on page 332), pausing to correct any errors you know that you make; and then compute your "output" speed.

Or, take two 7-minute writings, with rests after each minute in the first writing but with no rests in the second.

SI 1.48—fairly difficult

215-B. Sustain your skill on production copy

4 Dear Mr. Law: Thank you for your letter of December 5 and the 14
exciting news that it contains. The thought that a famous firm such 27
as Matthews and Carter may establish headquarters in Wheeling is 40
a most welcome one; you may be sure that all services of the com- 53
munity stand ready to help you. 60

You may also be sure that most of the employees needed for your 74
new installation will be available locally. There is no lack of trained 88
talent for your office staff, for the local schools and colleges have strong 104
and popular programs of office training. Indeed, there is even a surplus 118
in the office labor force, one that is so strong that leaders here have 133
been concerned about the number who have been going to Pittsburgh, 146
and elsewhere, in their search for office work. 156

There is also a strong force of skilled technicians to man your plant. 171
As you are undoubtedly aware, the foundry, steel, and other heavy 185
industries have long maintained huge installations here in Wheeling, 198
a fact that has led schools to offer wide, effective programs of training 213
for industry. 216

Moreover, the automating of most plants has created an excess 229
supply of skilled labor. In their responsibility to the community, 243
local firms have tried to spread employment, principally by reducing 256
the number of turns a week that the men report for work. These firms 270
would welcome an employer who would share the labor force and so 283
bolster our economy. 288

This agency is concerned solely with the recruiting of office em- 302
ployees. If you so authorize us, we should gladly undertake the task 316
of assembling the office force you need. [Turn page.] 324

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

Letter 115

2-PAGE, BLOCKED
See page 332

215-B. Continued

We have testing and training facilities, as well as an extensive file 339
of qualified applicants ready to begin work. If you will send us your 353
job roster and your authorization, we shall embark at once upon the 367
recruitment of your staff. Indeed, if you wish, we would be pleased 381
to fly a member of our staff to your office in order that precise in- 394
structions about your employment needs and policies could be given 407
us. 408

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

215/216-C. Apply your skill to an integrated typing project

Assume the date is DECEMBER 9. You work for Fred C. Stevens, owner-manager of Stevens Secretarial Service, in Wheeling, West Virginia. He prefers the standard blocked letter arrangement.

Letter 115

2-PAGE, BLOCKED

Paper: workbook 417
Carbons: 1 bcc, 1 file
Review: page 203
SI: 1.51—fairly difficult

"First," says Mr. Stevens, giving you the letter in 215-B, "this letter to Mr. J. Harrison Law, Director of Personnel, Matthews and Carter, Inc., Cactus Sight Road, Van Nuys, California, 91408. Also, send a bcc copy to Bob (that is, Robert L.) Foods, at the Chamber of Commerce, with the note: *Wouldn't it be wonderful IF.*"

Form 83

FILL-IN RECORD

Paper: workbook 419
Spacing: double

"Here is the record [below] of the tests that Catherine Quincy gave today," says Mr. Stevens. "Please type it on a clean sheet for the files."

Forms 84-87

INTRODUCTION CARDS

Paper: workbook 421-424

"There are two openings at Perry-Willis," says Mr. Stevens. "Let's send the four women who typed 60 and better over tomorrow for interviews by Frank Fudenske. Schedule them alphabetically, the first at 9:30, then one every 30 minutes after that."

Table 74

ORIGINAL TABLE

Paper: plain, full
Carbons: file only

"Prepare for the first applicant to take to Mr. Fudenske, but in a sealed envelope, the *List of Applicants from Stevens Secretarial Service To Be Interviewed December 10,*" says Mr. Stevens.

"Arrange them in the sequence of their appointments, of course; and indicate the *Hour*, the *Name*, and *10-Minute Typing Score*. You know, even though the scores were made on straight paragraph copy, they are pretty good, aren't they? I wonder, now, are their scores better than *yours* would be?"

APPLICANT		TYPEWRITING			TRANSCRIPTION			FILING			
No.	Name	Mins	Gross	Error	Mins	Speed	Rate	Alph	Num	Subj	Geog
1291	Marotsky, Alice Anne	10	63	2	3	100	31	Yes	No	Yes	Yes
1292	Beemes, Norma Jean	10	48	9	—	—	—	Yes	No	No	No
1293	Tamen Roger L.	10	61	3	—	—	—	Yes	No	Yes	Yes
1294	Princes, Mary Agnes	10	67	0	3	120	30	Yes	Yes	Yes	Yes
1295	Korbin, Betty C.	10	62	3	3	100	19	Yes	No	Yes	No
1296	Belham, Ruth P.	10	66	1	3	120	28	Yes	No	No	Yes

Administrator *Catherine*

Manuscript 80

NEWS BULLETIN

Paper: plain, full
Copies: five
SI: 1.54—fairly hard

"We must have a copy of this bulletin, which I have just finished, for each of the four young ladies we are sending to Mr. Fudenske," says Mr. Stevens. "He always tests applicants; and when he does, he ex-

"Block center": center longest line, set tab, align other lines at tab.

TAKING TEN-MINUTE TYPEWRITING TESTS 21

22

Fred C. Stevens 38
Stevens Secretarial Service 46
Wheeling, West Virginia 54

December 9, 19— 58

BULLETIN TO CLIENTS 63

A large West Coast firm, extending its operations to the east, is open- 79
ing a district office in Wheeling next month. Needed: about 325 97
office workers within three months. 121

To attract ~~superior~~ top-drawer talent, the firm ~~plans to~~ will pay 5 to 10 134
percent above present rates in this city. So: There will be 152
stiff competition for these ~~attractive~~ positions. 175

177

CAUTION 178

Applicants for typing positions in most ~~of our~~ Wheeling 190
firms are given a qualifying test. Usual base: 60 words a min- 210
ute, 5 minutes, 3 or fewer errors, better of 2 efforts. 221

But the new office, to get a better staff in ~~exchange~~ return for 234
better pay, plans to use a competitive test, not a qualifying 254
test. The test will be for 10 minutes. Speed will be charged 266
50 strokes (10 words) for each error. Those who make the top 288
scores will get ~~the~~ first consideration for the jobs. 317

If you hope to land one of these ~~superior~~ better jobs, learn how 334
to take and to score a ~~ten~~ 10-minute typewriting test: 352

354

TAKING THE TEST 357

You start 9 or 10 lines from the top of the paper. You stop typing about an 374
inch or so from the bottom of the sheet, change paper quickly, 387
and continue on another sheet. 393

(To speed up paper change: Make a double crease about an 407
inch and a half from the bottom of the paper; your typing will 420
sound ~~a lot~~ different when you reach the creases. Do not use 431
the paper bail. Use two sheets of paper; when you remove the 443
two, ~~shove~~ move them straight back across the top of the cylinder and 456
reinsert both, bringing the clean paper up in ~~the~~ front.) 467

First Page of a Manuscript Typed in News-Bulletin Form

pects them to score their papers by the 'net' method that is explained in this bulletin. Please type enough copies to have a carbon for each young lady. We will use your original copy as a guide for having the bulletin duplicated. You can almost copy this line for line."

"May I make a copy for myself?" you ask.

"Certainly, if you wish," he replies.

SCORING THE TESTS

TYPING TESTS / 2 3

printed 5

You copy simple essay material from a leaflet for the 10 19
minutes. You listen for the warning bell; you do not copy line 39
for line as the material is printed. You use a 70-space line 65
and double spacing. You indent the paragraphs 5 spaces. 77

Scoring ~~involves~~ takes four steps. First, you proofread the work 95
and encircle the errors. Second, you find the total number of 108
words typed. Third, from that total you subtract 10 for each er- 120
ror. Fourth, you divide what is left by 10 (the number of minutes) 134
to get your "net" words a minute. ~~This is your score~~. 154

Idea: Find your "net" 10-minute rate; use page 278.

For example, in 10 minutes you type 575 words and ~~you~~ make 5 167
errors. You subtract 50 from 575, to get 525; and you divide the 180
525 by 10, ~~(minutes)~~, to get 52.5 net words a minute as your score. 192
In effect, you lose 1 wam for each error. Accuracy pays! 216

218

PREPPING FOR THE TEST 222

Don't make the mistake of practicing 10-minute writings one 260
after another. If you do, you will get tired and ~~simply~~ drill 276
yourself in ~~typing with~~ poor posture, poor stroking, etc. In- 286
stead, take one 10-minute writing a day, preceding this practice 303
by short writings in which you get the feel of a pace that you 316
can manage to sustain for 10 minutes. for five or six days 321

Don't make the mistake of pushing for speed. If you do, you 353
invite errors; at ~~fifty~~ 50 strokes each, they cost ~~you~~ too much. 364

Do practice changing the paper quickly. With practice, you 393
can get it down to 2 or 3 seconds. 400

Do sharpen your proofreading. A paper with ~~even just one~~ an 423
unmarked error is likely to stamp you as unreliable and to end in 436
the wastebasket, along with all your application papers! 448

If you can type at a net rate of 50.0 or ~~more~~ higher for 10 minutes, 469
let us know. We will test you to confirm your score and arrange 482
for your placement interview and ~~official~~ test. ~~by the employer.~~ 489

WHAT TO DO RIGHT NOW —Richard E. Longley 497

December 9, 19— 502

Final Page of a Manuscript Typed in News-Bulletin Form

LINE: 60
TAB: 5
SPACING: DOUBLE
DRILLS: THREE TIMES
GOAL: DO AN HOUR'S WORK IN AN HOUR!
STRESS: USABLE COPY ON FIRST ATTEMPT

LESSONS

217–218

Project F

217-A. Tune up on these easy review lines

217-A. Three copies of each paragraph, or a 1-minute writing on each and a 2-minute writing on the group. Repeat in Lesson 218.

1 One way the man can get the job and get the pay for it 12
is to show that he can do the work as well as we can do it. 24

2 Margie filled four or five dozen jars with jam, sealed 36
them with liquid wax, and packed them away on a back shelf. 48

3 We were told that the answer to question 10 on page 56 60
was to be found on pages 28, 39, or 47; I couldn't find it. 72

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

217-B. Sustain your skill on production copy

217-B. Change margins to 70 spaces, plus a tab-5 indention (lines should align at right).

How long should it take you to type these 322 words of straight copy? At 40 wam, about 8 or so minutes; at 50, an estimated 6 minutes; at 60, about 5 minutes. Test your power:

Type the selection, pausing to correct any errors you are conscious of making; and then compute your speed.

Or, take two 7-minute writings, with rests after each minute in the first writing but none in the second.

SI 1.44—average

4 One of the factors that encourage those who work in the field of 14
prefabricates is the increasing interest that architects are showing. 28
Suddenly, many of the best are responding to the challenge of prefab. 43

Illustrious Origins

The past reluctance of some architects to use prefabricates is a 57
perplexing thing, for prefabs are as American as is American history. 71

The first prefab on this continent, we believe, was a log cabin. 85
Consider: For a log cabin, trees of a uniform size had to be located 99
and cut down; and then the logs had to be trimmed to a uniform length 113
and girth. Only when uniform units were ready did building commence. 127

Or if you reject that instance, then think of "house raising" of a 142
slightly later day. The walls of a house were built on the ground, and 156
then the men of the community together raised the walls and bound 169
them together; and the jeering that exploded when two of the prebuilt 183
walls did not adjoin evenly has a sturdy echo that still rings today. 197

American? Indeed, there are some who say that the first man who 211
made a mold in which to press straw and clay and so evolve a brick is 225
the person to whom the whole industry of prefabs should offer homage. 240

The Enduring Shadow

The prejudice against prefabs finds its main root, I believe, in the 254
long rows of callously identical houses that were the curse of so many 269
mill and mining towns at the turn of the century and in too many of 282
the housing developments spawned in support of the war industries. 296
I think that all of us rebelled against the dull sameness and against 310
some of the shoddy pretenses of distinction which some builders used. 324

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

Manuscript 81

MAGAZINE ARTICLE
See page 337

217/218-C. Apply your skill to an integrated typing project

Assume the date is DECEMBER 10. You work for Mr. Fairbanks, of International, in New York City. He prefers blocked letter style and this closing arrangement:

Sincerely yours,

INTERNATIONAL ENGINEERING
AND CONSTRUCTION COMPANY

Richard Ellington Fairbanks
Executive Vice-President

Letter 116

2-PAGE, BLOCKED

Paper: workbook 425
Carbons: file, 1 cc, 2 bcc
SI 1.67—difficult

mr duncan j pomeroy...secretary...eastern association of architects...525 park avenue...new york...new york...10017... 15 23 30

we appreciate very much the interest in our plans for developing prefabricated homes expressed by your letter of inquiry ...we certainly have no objection to your publishing in *the eastern architect* any commentary you wish about our plans... 44 52 60 68 84 91

as i intimated to you some time ago, we have no idea whatsoever of displacing architects by this process of building low- and medium-priced homes...our prefabricated materials are in a form that permits of infinite variation...especially for interior construction...sufficient leeway exists in the choice of materials for the exterior of homes to enable an architect to construct two homes of the same materials side by side...yet with enough difference in appearance to satisfy most homeowners...as a matter of fact...we are counting on architects to help us avoid the sameness that is the bane of the prefabricating industry. 100 107 116 124 132 142 150 159 168 176 183 191 200 209 217

within the next two or three months... we expect to issue a booklet prepared especially for architects...it is being prepared with the counsel of tracy r spooner...whom i believe you know...once the publication date of the booklet is firmed...we shall take space in your and other trade journals to announce its availability. 225 234 243 251 260 268 277 283

if there are more particulars you may wish spelled out...i should be happy to tell you what you wish...perhaps you would prefer to write to mr spooner...whose address is below...since he is the one person who is completely familiar with the technical nature of our plans. 291 300 308 343 351 359 365

cc mr tracy r spooner...spooner & moran ...inc...1258 delaware avenue...buffalo ...new york 14205...bcc TTJ and RBW. 410 417 435

Letter 117

BLOCKED LETTER

Paper: workbook 427
Carbons: file, 2 bcc
SI 1.50—fairly difficult

dear tracy...*spooner, that is*...a letter i have just received from duncan pomeroy indicates that "the cat is out of the bag" and that word has got around about our prefab plans...this is what he wrote: 33 41 49 57 65

the ominous news that your organization is planning to enter and develop the prefabrication field has come to my attention...can you tell me whether it is true? 73 82 91 100 102

if it is true...can you tell me anything about the scope and nature of your plans...for release to *the eastern architect* magazine? 112 120 134 142

i think...tracy...that it would be wise for you to write to him without waiting for him to write to you...give him enough information to stir his curiosity and perhaps to stimulate some degree of enthusiasm...if you do write to him...be kind enough to send me carbons of your letters ...will you...please? 150 158 167 175 183 190 199 203

ps i have gone over part one of your article series and think it is wonderful...i felt...however...that page 14 and the first part of page 15 were a bit negative...i am enclosing for your consideration a revision of that portion of your manuscript. 257 266 274 283 292 317

Manuscript 81

MAGAZINE ARTICLE

Paper: plain, full
Carbons: file only
Review: page 150
Spacing: double

The material in 217-B, including the centered subheadings, is the revision to which Mr. Fairbanks referred in his letter to Mr. Spooner. Type this material on a 50-character line, identifying it as pages 14 and 15. Use 3-space paragraph indentions.

Forms 88-89

VOUCHER CHECKS

Paper: workbook 429

1. To spooner & moran...inc....1258 delaware avenue...buffalo...new york...14205... for $100 in payment of consultation fee for november...per agreement of may 1.

2. To mr. tracy r spooner...same address ...for $85.10 in payment of traveling expenses to new york city...per memorandum received from him on december 6.

Table 75

RULED 2-PAGE TABLE

Paper: plain, full
Carbons: two

"This table," says Mr. Fairbanks as he gives you the two-page table shown below, "is so important that I want it typed more attractively. Please retype it with normal spacing between the columns and a full space above and below each horizontal ruled line. Arrange it on two, face-to-face pages. And put today's date somewhere on it, too."

SALES ESTIMATES OF PREFABRICATED HOUSES

Eastern Division

Quarter	Chicago	New Orleans	New York	Totals
1	12,000	8,000	10,000	30,000
2	14,000	12,000	15,000	41,000
3	18,000	15,000	15,000	48,000
4	20,000	12,000	12,000	44,000
First Year	64,000	47,000	52,000	163,000
1	20,000	12,000	15,000	47,000
2	24,000	18,000	24,000	66,000
3	30,000	24,000	32,000	86,000
4	33,000	27,000	35,000	95,000
Second Year	107,000	81,000	106,000	294,000
1	30,000	25,000	30,000	85,000
2	36,000	30,000	35,000	101,000
3	42,000	36,000	40,000	118,000
4	40,000	25,000	38,000	103,000
Third Year	148,000	116,000	143,000	407,000
THREE YEARS	319,000	244,000	301,000	864,000

Western Division

Quarter	San Fran	Denver	Totals	NATIONAL TOTALS
1	7,000	5,000	12,000	42,000
2	10,000	8,000	18,000	59,000
3	12,000	12,500	24,500	72,500
4	10,000	10,000	20,000	64,000
First Year	39,000	35,500	74,500	237,500
1	12,000	10,000	22,000	69,000
2	15,000	11,000	26,000	92,000
3	20,000	12,000	32,000	118,000
4	20,000	10,000	30,000	125,000
Second Year	67,000	43,000	110,000	404,000
1	17,000	10,000	27,000	112,000
2	20,000	12,500	32,500	133,500
3	25,000	15,000	40,000	158,000
4	20,000	12,500	32,500	135,500
Third Year	82,000	50,000	132,000	539,000
THREE YEARS	188,000	128,500	316,500	1,180,500

Unit 36. Final Tests

LESSON
219
Test Preview

Could you do a typist's work, hold down a typist's job? Do you know enough; have you skill enough? This unit contains six tests to help answer these questions—to answer them *now*, while you still have time in which to fill in any gaps you unveil.

You are allotted the time of seven lessons (Lessons 219-225) in which to preview and take the six tests. This schedule permits one period (Lesson 219) in which to preview the tests and to verify any details of which you are uncertain, plus one period for each of the six tests to be taken.

You are encouraged to preview, to study, *even to practice* these tests before you take them. Reason: If the tests are to succeed in measuring your capacity as an office typist, you should be just as familiar with the vocabulary, arrangement patterns, phrasing of directions, and so on, as the office typist is familiar with these characteristics of *his* work. But note: do not use or mark your workbook pages for the tests until you take the tests officially, under your instructor's direction.

The production tests may be taken in either of two ways, as your instructor may direct.

1. Your instructor may time you for exactly 30 minutes, permitting you to correct a reasonable number of errors; then you proofread your work and grade it (standards are given with each test) on the quantity of acceptable work you have produced.

2. Your instructor may permit you as much time as you need (within reason!) to complete all the assignments in a test, *without* correcting errors; then you would proofread your work, grade *each page* of work on the basis of the penalty-point table below, and then average the page grades to arrive at a mark for that test. The grading table:

Deduct 3 points for each major error (wrong top margin, line length, linespacing, form, etc.).

Deduct 2 points for each minor error (each instance of incorrect blocking, aligning, centering, indenting, pivoting, and similar technicalities.

Deduct 1 point for each typographical error.

Grade the total penalty points of each page:

10	9	8	7	6	5	4	3	2	1	0
D	D	D	C	C	C	B	B	A	A	A

LESSON
220
Information Test

A 120-question test covering general typing information (word division, typing terminology, language usage, error detection, etc.) is provided on workbook pages 431-434. Detach these pages and bring them to class. Fill in the answers under the supervision of your instructor when he directs you to do so.

Note that the office typist does not have time to ponder answers to the kind of questions that are included in this test, nor does he have an opportunity to change his mind. To simulate the same conditions, (1) you are to complete all 120 questions in 30 minutes, maximum time; and (2) you are not to erase on this test—each page of questions has been printed with fine dots so that (as on a bank check) any mark or erasure will be seen immediately.

When you preview this test, therefore, be very careful not to place any marks on the test pages, for you will not be able to remove any marks.

Checking your answers against the list provided to your instructor, grade your work on the number of incorrect answers (use the same scale as in the panel above): 10-9-8 incorrect answers, *D;* 7-6-5 incorrect answers, *C;* 4-3 incorrect answers, *B;* and 2-1-0 incorrect answers, *A*.

Scoring 30 Minutes' Production Output			
4 mailable	A	2 mailable	C
3 mailable	B	1 mailable	D

LESSON

221

Letter Test

Letter 118

FULL-BLOCKED LETTER

Paper: standard size, workbook page 435
Production words: 334
SI: 1.48—fairly difficult

The letter below is from John R. Powell, training director. Type it in full-blocked form. Address it to Herbert ("Dear Herb:") J. Mullen, 521 Aldine Drive West, Chicago, Illinois, 60607.

Letter 119

BLOCKED LETTER

Paper: official size, workbook page 436
Production words: 291
SI: 1.48—fairly difficult

Retype the letter, this time addressing it to L. Richard Shields, personnel manager, Scott-Williams Company, 1657 East Nadeau Street, Los Angeles, California, 90052. Omit paragraph 3 and arrange the three items in paragraph 2 as an enumeration.

Letter 120

SEMIBLOCKED LETTER

Paper: monarch size, workbook page 437
Production words: 221
SI: 1.58—difficult

Retype the letter, omitting paragraphs 2 and 3 but inserting a subject line, *Some Ideas, Please!* Address: Mrs. Eunice F. Markham, executive secretary, Legal Secretaries Association, 4216 Wabash Avenue, Chicago, 60609. A carbon copy is to go to Mr. Kling.

Letter 121

BLOCKED LETTER

Paper: baronial size, workbook page 438
Production words: 157
SI: 1.58—difficult

Use only paragraph 4, divided into three paragraphs. Address the letter to Executives Association, Quaker State Building, Erie, Pennsylvania, 16501, *Attention Training Director*. After the word *observance*, add the phrase *of Secretary's Day*.

(1) you will be interested to learn...i 7
am sure...that one of the groups to which 15
i belong...the national personnel club... 23
will soon take steps to boost the Secretary's 32
Day sponsored each spring by the national 41
secretaries association... 46

(2) we feel that this special day is most 54
worthwhile and that our support of it will 63
achieve several goals: first...it is sure to 72
give us a chance to publicize the merits of 81
office work in general and of the secretarial 90
career in particular...secondly...the pub- 98
licity should attract the interest of more 107
bright young men and women to this career 115
field...thirdly...the publicity may revive 124
ambition in our present staffs... 130

(3) the npc thinks so highly of the value 139
of this observance that...as a part of the 147
campaign...member firms will be asked to 155
show an orchid and a statement of tribute 164
to secretaries in advertisements that are 172
scheduled to appear on that day...april 27 181
...this request will be for both the local 189
and national levels... 193

(4) as a member of a special committee 201
for my chapter of npc...i'm looking for 209
things we can ask local firms to do to boost 218
the observance...do you have any sugges- 226
tions...the best that our committee has 234
come up with yet is to suggest that em- 241
ployers give their secretaries a gift of candy 251
or flowers or perhaps take them to lunch... 259
but we know that a great many employers 267
would be unreceptive to this sort of per- 275
sonal gesture...if you have any suggestions 284
...we should be grateful to have them. 292

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

Scoring 30 Minutes' Production Output			
7 acceptable	A	5 acceptable	C
6 acceptable	B	4 acceptable	D

LESSON

222

Forms Test

Form 90

VOUCHER CHECK

Paper: workbook 439

Voucher check No. 240, to Edward L. Hastings, 831 Warner Building, Washington, D. C., 22013, for $53.67 in payment of travel expenses on trip to Chicago on the sixth of last month.

Form 91

RECEIPT

Paper: workbook 439

Receipt for $98.75, paid on account, by Mrs. Esther K. Stouffer.

Form 92

PROMISSORY NOTE

Paper: workbook 439

Note No. 273: Alexander Wilson promises to pay the sum of $500 at the First National Bank of Chicago to the order of the International Supply Company, Inc., within 30 days. Be sure Mr. Wilson's name is typed beneath the line for his signature.

Form 93

PURCHASE REQUISITION

Paper: workbook 440

Mr. Hazleton requisitions (No. AD-8-H) 10 new venetian blinds (green metal, with white tapes), to measure 3 by 7 feet, to replace those now in the Advertising Department offices. The blinds are needed next Monday. Mr. Gibson approves the requisition.

Form 94

PURCHASE ORDER

Paper: workbook 440

Mr. W. P. Busk authorizes the purchases of the blinds for Mr. Hazleton from Martin Miller & Sons, 58 Broad Street, Atlanta, Georgia, 30303. Each blind (Cat. No. 392-WG-7) costs $10.00. The purchase order is No. J-18803.

Form 95

TELEGRAM

Paper: workbook 441

Fred T. Dixon, of Martin Miller & Sons, wires W. P. Busk, Purchasing Manager, International Supply Company, Inc., 463 North LaSalle Street, Chicago, Illinois: "Delivery your order J-18803 delayed ten days because size of blinds is irregular."

Form 96

INVOICE

Paper: workbook 441

Martin Miller & Sons sends invoice No. 3013 for Mr. Hazleton's blinds, at $10 each, less 2% in the net amount for payment within 30 days, plus delivery charges (by railway express) of $8.68. The invoice is addressed (and delivery is the same) to the International Supply Company, Inc., 463 North LaSalle Street, Chicago, Illinois, 60607. There was no salesman involved in the transaction for which this invoice is the bill.

Scoring 30 Minutes' Production Output			
4 acceptable	A	2 acceptable	C
3 acceptable	B	1 acceptable	D

LESSON

223

Tables Test

Table 76

OPEN TABLE

Paper: workbook 443, Center in top half
Spacing: single
Special: arrange alphabetically by first column

STANDARD REFERENCE BOOKS

Information	*Source Book (Title)*
Financial ratings	Moody's Manuals; Poor's Manuals
Advertising rates	Standard Rate & Data
Credit ratings	Dun & Bradstreet Ratings
Congress	Congressional Directory
Churches	Yearbook of American Churches
Postal	U. S. Official Postal Guide
Hotels	Official Hotel Red Book
Books	United States Catalogue
Banks	The Banker's Blue Book
People	Who's Who in America

Table 77

OPEN TABLE

Paper: workbook 443, Center in bottom half
Spacing: single, with 3-line groupings

NAMES OF THE MONTHS IN FOUR LANGUAGES

(Note the Capitalization)

ENGLISH: January, February, March, April, May, June, July, August, September, October, November, December. FRENCH: janvier, fevrier, mars, avril, mai, juin, juillet, aout, septembre, octobre, novembre, decembre. GERMAN: Januar, Februar, Marz, April, Mai, Juni, Juli, August, September, Oktober, November, Dezember. SPANISH: enero, febrero, marzo, abril, mayo, junio, julio, agosto, septiembre, octubre, noviembre, diciembre.

Table 78

RULED TABLE

Paper: workbook 444, Center in top half
Spacing: double

COMPARATIVE EARNINGS STATEMENT
(Years Ending December 31)

Item	Last Year	This Year
Operating Revenues	$65,605,838	$81,960,327
Operating Charges	53,283,067	61,011,682
Net Income before Taxes	$12,322,771	$20,948,645
Federal and State Taxes	3,207,610	6,960,400
NET INCOME	$9,115,161	$13,988,245

Table 79

BOXED TABLE

Paper: workbook 444, Center in bottom half
Spacing: as marked

INVENTORY OF OFFICE EQUIPMENT
Knoxville Office, ~~August 31~~ today & year

ITEMS	Condition: Good	Fair	Poor	TOTAL
Chairs, Executive	2	8	4	14
Chairs, Guest	10 ~~12~~	8 ~~10~~	8 ~~3~~	25
Chairs, Stenographic	8 ~~9~~	7 ~~8~~	13 ~~11~~	28
Desks	10	20 ~~24~~	13 ~~8~~	43 ~~42~~
Electric Fans	4 ~~5~~	7 ~~9~~	4 ~~1~~	15
Files, 3-Drawer	8 ~~6~~	0	0	8 ~~6~~
Files, 4-Drawer	24	11	12	47
Mimeograph Machines	1 ~~2~~	2 ~~1~~	0	3

Manuscript 82

2-PAGE REPORT WITH FOOTNOTES

Paper: workbook 445-446
Spacing: double
Line: 6 inches, centered
Grade: as marked on copy, for 30 minutes' work

LESSON

224

Report Test

MAKING CORRECTIONS 11
By (Your Name) 21
23

There is no such thing as a perfect typist; 33
so we must all learn to correct mistakes. 42
This report is intended as a guide for mak- 50
ing corrections. It is a digest of information 60
to be found in books by Rowe[1] and by 68
Gavin and Hutchinson.[2] 74
76

TECHNIQUE 1: ERASING 80

A. Be sure your hands and eraser are 89
clean. (To clean an eraser, rub it briskly 98
on paper or on fine-grained sandpaper.) 106

B. Move the carriage as far as possible 115
to one side so that erasure crumbs cannot 123
fall into the machine. 128

C. Roll the paper so that the error to be 138
corrected is on top of the cylinder. Hold the 147
paper firmly by pressing it against the cyl- 156
inder with the tips of your fingers. 163

D. Erase with light, short, circular mo- 172
tions, blowing very lightly to keep the dust 181
out of the machine. (Grade: D) 186

E. Return the paper to writing position 195
and type the correction. Tap the key light- 203
ly. Tap it repeatedly until the corrected 212
letter is as dark as the other letters on the 221
page. 231
237

1. John L. Rowe, *et al.*, *Gregg Typing, 191 Series, Book One* (New York: McGraw- 253
Hill, 1962), page 129. 269
274

2. Ruth E. Gavin and E. Lillian Hutch- 282
inson, *Reference Manual for Stenographers* 304
and Typists, Third Edition (New York: 316
McGraw-Hill, 1961), page 5 ff. 323

TECHNIQUE 2: REALIGNING (Grade: C) 351

If an error is detected after the paper 360
has been removed, erase the error and re- 368
insert the paper for typing a correction: 377

A. Insert the paper and roll it up so that 387
the line on which the correction is to be 395
made is above the aligning scale. 402

B. Depress the paper release and adjust 411
the paper so that (1) the line is straight, (2) 421
the line is the same distance above the scale 430
as in normal typing, and (3) the white lines 439
on the scale point exactly to the center of 448
the letter i or l. 452

C. Set the carriage at the point of cor- 461
rection. (Grade: B) 463

D. Type the correction very, very light- 472
ly—so lightly that you can barely see it—to 481
check the accuracy of your aligning. 489

E. Improve the aligning, if necessary. 498
500

TECHNIQUE 3: WORD SHIFTING 505

When an extra letter is to be typed in a 515
correction, the whole word is erased and 523
retyped a half space to the left of its orig- 532
inal position. If one less letter is to be 540
typed, the word is erased and retyped a 548
half space to the right. 554

Shifting the word may be accomplished 562
by moving the paper or by holding the car- 570
riage in half-space position as each letter is 580
typed. Rowe[3] suggests using the backspace 589
key to hold the carriage in half position. 598
The carriage can also be held by hand or, 607
on some machines, by holding down the 614
space bar. 617
623

3. Rowe, *op. cit.*, page 129. (Grade: A) 633

5-MINUTE SPEED WITHIN 2 ERRORS OR 10-MINUTE SPEED WITHIN 5 ERRORS			
45-49	50-59	60-64	65-Up
D	C	B	A

LESSON

225

Speed Test

Spacing: double
Paragraphs: tab 5
Line: 70 (lines will align)
SI: 1.49—fairly difficult

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

As long as the memory of man goes back, the people living in the 14
British Isles have thought of the English Channel as a veritable moat 28
that kept enemy invaders from their shores; and the enemy thought the 42
same. Half the conquerors of Europe have floundered in their efforts 56
to ford that 30 miles or so of turbulent water that make the Channel. 70

So for whole centuries the British have thwarted every proposal, 84
rejected every plan, denied all consideration of any of the ideas for 98
building a bridge over the Channel or constructing a tunnel under it. 112
It is said that some Britons still shudder when a historian refers to 126
the plans that Napoleon was shaping for tunneling to England in 1802. 141

But the age of airplanes and missiles has dried up the moat, you 155
might say, so that the Channel is just a nuisance that handicaps both 169
the British and their neighbors in both trade and vacation ambitions. 183
All concerned want to build an easy route across the Channel, and the 197
number of speculators who are anxious to make a fortune by financing, 211
through stock purchases, the construction of a bridge or a tunnel has 225
no limit; the argument is not about "whether" but only about "which." 239

At the moment the odds seem to favor a "chunnel," as the channel 253
tunnel is called in Britain; but there is room for debate. Those who 267
prefer a bridge, possibly one made on anchored pontoons, point up the 281
economy of such construction; a tunnel would cost infinitely more, of 295
course. Those who favor the tunnel, however, point out the hazard of 309
the weather and scornfully claim that one earnest Channel storm would 323
spread the bridge over or under the whole North Sea; whereas, there'd 337
be no weather in a tunnel but only a steady stream of toll dividends. 351

Many fine engineers have given great study to the tunnel design. 365
It is envisioned as no scant mining shaft but rather as a multilevel, 379
gigantic tube that would carry trains and trucks and automobiles both 393
directions in their own lanes. One plan calls for having automobiles 407
ride piggyback on trains built for the purpose; this would be faster, 421
they say, and a lot safer. It would sure cut down on the collisions! 436

The point of leapfrogging the Channel is only in part the factor 450
of time; a bridge or tunnel would reduce the trip only from about two 464
hours to forty or so minutes. The big thing is the facility; ferries can 478
carry only a thousand autos a day, but a bridge or a tunnel could carry 492
three thousand vehicles each way across the Channel every hour! 506

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

Rules For Typewriting Contests

The following rules are given for the convenience of teachers and students who wish to observe contest rules in marking papers or in conducting competitions. *These are the rules commonly used in calculating scores on employment tests.* The rules are based on those issued by the late James N. Kimball, official judge of the International Typewriting Contests for 25 years.

Rules for correcting papers

1. General Rule. Every word (including its following punctuation and spacing) omitted, inserted, misspelled, or changed in any way from the test copy must be penalized. BUT NOTE: Only *one* error may be charged against any one word.

2. Errors in Printed Copy. Any error in the printed test copy may be copied exactly or corrected.

3. Punctuation and Horizontal Spacing. A word that is otherwise correct must be marked as an error if its following punctuation mark or spacing is omitted, incorrectly made, or changed from the copy. NOTE: Contest authorities should agree upon definite rules for sequence of punctuation and for spacing and describe them in detail. Require each contestant's work to be consistent.

4. Erasing. Erasing is not allowed, unless agreed upon prior to a specific test.

5. Transposition. Any transposition in any word or group of characters constitutes an error. Single words or groups of words that are transposed are penalized one error for the transposition plus one error for each mistake in the transposed matter.

6. Rewritten Matter. Rewritten words, groups of words, or characters are charged one error for the rewriting, plus an error for each mistake in the rewritten matter.

7. Last Word. An error made in the last word typed, whether the word is completed or not, must be charged.

8. Crowding, Piling, and Misspacing. No word shall occupy other than its proper number of spaces. If a portion of one character overlaps a portion of another character or extends into the space between words so that it would overlap a portion of any character that might be in that space, an error is charged.

9. Word Division. A word incorrectly divided at the end of a line is penalized. NOTE: Contest authorities should identify acceptable guides.

10. Faulty Shifting and Lightly Struck Characters. Unless the complete character is discernible, an error is charged.

11. Left-Hand Margin and Paragraph Indention. The first character on all lines, except those that begin paragraphs, must appear at the same point on the line scale—at the left margin. Each line not starting thus and each paragraph indented other than 5 spaces will constitute errors.

12. Short and Long Lines. Except when using special copy designed and declared for shorter lines, the last character typed on each line (other than the last line of a paragraph or of the test) must rest on some space between the 61st and 76th, inclusive, considering the left margin as space No. 1. Every shorter or longer line is an error.

13. Short Pages. Any page, except the last, containing fewer than 33 lines (on 13-inch paper) or 27 lines (on 11-inch paper) is a short page and constitutes an error.

14. Line Spacing. Double spacing is required. Each line irregularly spaced is penalized one error.

15. Cut Characters. If any part of a character or a word is cut off at the edge of the paper, it is charged as an error.

16. Other Questions. Interpretations of the rules and any question not described in them shall be subject to final decision by the contest manager.

Calculation of test results

17. Gross Strokes. Strokes are counted correctly by considering the entire copy as having been typed in *one continuous line.* Each character or space in such a line counts as one stroke.

18. Gross Words. The total gross words are the total gross strokes typed, divided by 5. Do not add strokes in repeated matter or subtract strokes in omitted matter. NOTE: The count given with most test copy is the cumulative gross word count (strokes ÷ 5).

19. Penalty. For each error charged under these rules, *10 words* must be deducted from the gross words.

20. Net Words. After deducting the penalty from the gross words, the remainder represents the *total net words.* The typist's *net rate* (words a minute—*wam*) is computed by dividing his total net words by the number of minutes he typed. Fractions of .500 or less are discarded; fractions over .500 are credited to the next whole number.

EXAMPLE: A typist writes 5,808 gross strokes with 8 errors in 15 minutes—

5,808 ÷ 5 = 1,161.6 or 1,162 gross words
8(errors) × 10 = 80 (penalty)
1,162 − 80 = 1,082 net words
1,082 ÷ 15 (minutes) = 72.1 net words a minute

38199